

Committee	COUNCIL MEETING
Date	14 December 2020
Agenda Item	14b

Local Council Quality award

Council Resolution for Quality Award

This resolution was confirmed at a Full Council meeting on 16 September 2019 in preparation for the Quality award. The Council is asked, as part of the application for the Gold award, to confirm that all these items are still in place, that they exist and are on the HTC website.

The council confirms by resolution at a full council meeting that it publishes online:
RESOLVED that:

- (a) the Parish Council had achieved items 24-33 of the Quality Level and that all documentation relating to these items can be found on the Parish Council website:

24. Draft minutes of all council and committee meetings within four weeks of the last meeting.
25. A health and safety policy.
26. Its policy on equality-employment & services
27. Councillor profiles.
28. A community engagement policy facilitating two-way communication between the council and its community.
29. A grant awarding policy.
30. Evidence showing how electors contribute to the Annual Parish or Town Meeting.
31. An action plan and related budget that clearly responds to community engagement and sets out a timetable for action.
32. Evidence of community engagement, council activities and the promotion of the democratic processes in an annual report, online material and **regular** news bulletins.
33. Evidence of helping the community plan for the future.

The council also confirms by resolution at a full council meeting that it has:

- (b) the following items of the Quality Level have been achieved: A scheme of delegation; Addressed complaints received in the last year; At least two-thirds of its councillors are elected; A printed annual report is distributed widely across the community; A qualified clerk; A clerk, and if relevant a deputy or assistant clerk, employed according to nationally

agreed terms and conditions; A formal appraisal process for all staff; A training policy and record for all staff and councillors

For details on these documents, please refer to the application form in Item 14

Recommendation: that the Council confirms that all the requirements for the Local Council **Quality** award scheme are still met

A handwritten signature in black ink that reads "Sarah Greatorex". The signature is written in a cursive style with a clear, legible font.

Sarah Greatorex Town Clerk