

## RESOLUTION

The Council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and publishes on its website:

RESOLVED that:

(a) Standing Orders & Financial Regulations, Code of Conduct, Publication Scheme, the last Annual Return, Transparent Information about Council Payments, A calendar showing all meetings, Minutes, Current Agendas, The Budget & Precept information, Complaints Procedure, Council Contact details, Action Plan, Evidence of Consulting the Community, Publicity Advertising Council Activities, Evidence of Participating in Town and Country Planning.

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

(b) the following items of the Foundation Level have been achieved: A Risk Management scheme; A Register of Assets; Contracts for all members of staff; Insurance, Disciplinary and Grievance Procedure; A Training Policy; A Record of all training; The Clerk has achieved 12 CPD points in the last year.

And also RESOLVES that:

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

Draft minutes of all Council and committee meetings within four weeks of the last meeting.

A Health and Safety policy

Its policy on Equality

Councillor Profiles

A Community Engagement policy facilitating two-way communication between the council and its community

A Grant Awarding policy

Evidence showing how electors contribute to the Annual Parish Meeting

An Action Plan that clearly responds to community engagement and sets out a timetable for action including dates for reviewing the action plan

Evidence of community engagement

Council activities

Promotion of the democratic processes

Annual report

Online material

At least four news bulletins a year

Evidence of helping the community plan for the future

(b) the following items of the Quality Standard 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 employed according to nationally agreed terms and conditions

A formal appraisal process for staff

A training policy and record for all staff and Councillors