

Council Name: Ilminster Town Council

Date of application:

Award level applied for: Foundation

Local Council Award Scheme application form

This document is a resource for Local Councils taking part in the Local Council Award Scheme

My council has not registered to take part in the scheme – this document is a useful tool to map where you do meet the criteria, and to help you see what work would need to take place before you apply

My council has the relevant criteria in place and has already registered with NALC – you can complete this document and submit it to your local accreditation panel. This will help them find the necessary information and make sure they don't miss any details by mistake.

Tip – proving a web link to the exact page or document needed is important as it will reduce the risk of the panel missing any necessary information. So instead of <http://www.nalc.gov.uk> use <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

Tip – some information and documents are not required to be published online. To keep things simple email these to the panel coordinator at the same time as providing this document. That way they have all the information in one place.

Tip – Don't forget to read the full criteria in the Local Council Award Scheme guide. This form just has the summary, but there is further essential information in the guide which can be downloaded from <http://www.nalc.gov.uk/our-work/improvement-and-development/local-council-award-scheme>

What criteria do I need to meet for each award level?

If you are applying for Foundation – just the Foundation criteria

If you are applying for Quality – both Foundation and Quality criteria

If you are applying for Quality Gold – Foundation, Quality and Quality Gold criteria

If you are unsure what criteria you are required to submit please check with your County Association.

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

Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders and financial regulations	Yes	Standing Orders: http://www.ilminster.gov.uk/wp-content/uploads/Standing-Orders-June-2016.pdf Financial Regulations: http://www.ilminster.gov.uk/wp-content/uploads/fin-reggs-approved-Cncl-Jun-16.pdf
2 Its Code of Conduct and a link to councillors' registers of interests	Yes	Code of Conduct: http://www.ilminster.gov.uk/wp-content/uploads/Approved-CoC-July-2012.pdf Registers of Councillors Interests http://www.ilminster.gov.uk/about-ilminster/councillors/
3 Its publication scheme	Yes	http://www.ilminster.gov.uk/wp-content/uploads/FOI-Publication-Scheme-Appd-August-2014.pdf
4 Its last annual return	Yes	http://www.ilminster.gov.uk/wp-content/uploads/Annual-Return-31st-March-2016.pdf
5 Transparent information about council payments	Yes	http://www.ilminster.gov.uk/about-ilminster/finances/financial-year-201617/
6 A calendar of all meetings including the annual meeting of electors	Yes	http://www.ilminster.gov.uk/wp-content/uploads/16-17-Meeting-Timetable-Public.pdf
7 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	From the Town Council website homepage http://www.ilminster.gov.uk/ hover over the tab near the top of the page that says meetings and a list of all the meeting names will be displayed in a drop down list - hover over the meeting which you require and you will be given a choice of agendas and minutes – click on what you would

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		like to view. On the agendas page there is access to all the public reports for the meeting in pdf format
8	Current agendas	Yes As 7 above
9	The budget and precept information for the current or next financial year	Yes http://www.ilminster.gov.uk/about-ilminster/finances/financial-year-201617/
10	Its complaints procedure	Yes http://www.ilminster.gov.uk/wp-content/uploads/Complaints-Procedure.pdf
11	Council contact details and councillor information in line with the Transparency Code	Yes Office Contact details http://www.ilminster.gov.uk/contact-us-3/ Councillor Information http://www.ilminster.gov.uk/about-ilminster/councillors/
12	Its action plan for the current year	Yes The Town Council has a project Plan which is reviewed at each full council meeting: Example from September can be seen at http://www.ilminster.gov.uk/wp-content/uploads/Agenda-15project-plan-20-September-JN.pdf Each Committee also has an action plan - example for the Open Spaces Committee from August can be seen at http://www.ilminster.gov.uk/wp-content/uploads/Agenda-3b-Action-List-1.pdf
13	Evidence of consulting the community	Yes Feedback meeting, Trial Councillor surgeries, information on consultations for the Rec
14	Publicity advertising council activities	Yes Media releases can be seen at http://www.ilminster.gov.uk/news/ Media releases are sent to local papers, press contacts and radio stations (as well as being put on the ITC website) The Mayor and Deputy Mayor take a pro-active approach to representing the Town Council within the Community and her official engagements are reported to each Council meeting an example – September 2016 can be viewed at http://www.ilminster.gov.uk/wp-

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		content/uploads/Agenda-5b-19-August-20-September-2016-Mayors-Activities-Events.pdf
15 Evidence of participating in town and country planning	Yes	ITC has a Planning Highways and Transport Committee that meets monthly and considers planning applications - agendas and minutes can be seen on the website using the procedure given in 7 above - Applications are considered and recommendations made to the planning Authority -. Decisions made by the Planning Authority and Appeals are also reported to the Committee.

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

Criteria	Do you meet these criteria?	Where are these published? Can they be provided electronically?
16 A risk management scheme	yes	Finance risk scheme Folio XXX & project risk scheme Folio XXX
17 A register of assets	Yes	Folio XXX
18 Contracts for all members of staff	Yes	Examples given: Town Clerk – folio XXXX Deputy Town Clerk folio XXXX Contracts for other staff can be provided upon request (providing staff members gives permission)
19 up-to-date insurance policies that mitigate risks to public money	Yes	Folio XXXX
20 Disciplinary and grievance procedures	Yes	Discipline Policy & procedure Folio XXXX Grievance Policy * Procedure Folio XXXXX
21 A policy for training new staff and councillors	Yes	Staff Induction Book Folio XXXX Councillor Induction Folio XXXX
22 A record of all training undertaken by staff and councillors in the last year	Yes	Example Training record sheets Deputy Clerk Folio XXXXX Councillor Folio XXXX Similar Sheet can be supplied for all staff and Councillors upon request
23 A clerk who has achieved 12 CPD points in the last year	Yes	Record sheet - Folio