

## TWIGWORTH PARISH COUNCIL - LCAS FOUNDATION AWARD ACTION SHEET (Updated 19th July 2024)

Number	Action	Area	Action Lead	Checked by Clerk	Progress	Response/Update/Comments
5	Its last annual return	Governance	TPC	✓	Complete	Posted on website
6	Transparent information about council payments	Governance	TPC	✓	Complete	Financial report reviewed and approved at Council meetings and posted on website with meeting minutes
7	A calendar of all meetings including the annual meeting of electors	Governance	TPC	✓	Complete	Posted on website
8	Council to show Meeting Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Governance	TPC	✓	Complete	Posted on website
9	Council to show current agendas	Governance	TPC	✓	Complete	Posted on website
10	Council to provide the budget and precept information for the current or next financial year	Governance	TPC	✓	Complete	Council have proposed 2024-25 Budget/Precept
14	Council contact details and councillor information in line with the Transparency Code	Community	TPC	✓	Complete	Website, Newsletter and Facebook Group posts
15	Council to have its action plan for the current year	Community	TPC	✓	Complete	4-Year Plan draft issued, to be discussed/agreed at Council
16	Council to provide evidence of consulting the community	Community	Clerk	✓	Complete	Website, Newsletter and Facebook Group posts
17	Council to show how they publicise or advertise council activities	Community	TPC	✓	Complete	Website, Newsletter and Facebook Group posts
18	Council to provide evidence of participating in town and country planning	Community	TPC	✓	Complete	Website, Newsletter and Facebook Group posts
1	Council requires to have written and adopted Standing Orders	Governance	TPC	✓	Complete	Policy reviewed Feb 2024, adopted at May meeting
3	Its Code of Conduct and a link to councillors' registers of interests	Governance	TPC	✓	Complete	Adopted Code of Conduct posted on website
20	Council to have a register of assets	Governance	TPC	✓	Complete	Policy adopted at Jul 2024 meeting

Number	Action	Area	Action Lead	Checked by Clerk	Progress	Response/Update/Comments
21	Council to have Staff contracts	Governance	Clerk	<input checked="" type="checkbox"/>	Complete	Clerk to advise
22	Council to have up-to-date insurance policies that mitigate risks to public money	Governance	Clerk	<input checked="" type="checkbox"/>	Complete	Clerk to advise
26	Council to have a clerk who has achieved 12 Continuing Professional Development (CPD) points in the last year	Development	Clerk	<input type="checkbox"/>		Clerk has advised that no CPD has been achieved
2	Council requires to have written and adopted a Financial Regulations	Governance	TPC	<input checked="" type="checkbox"/>	Complete	Policy adopted at Jul 2024 meeting
4	Its Publication Scheme	Governance	TPC	<input checked="" type="checkbox"/>	Complete	Adopted
11	Council requires to have written and adopted a Complaints Procedure	Governance	TPC	<input checked="" type="checkbox"/>	Complete	Adopted
12	Council requires to have written and adopted an Accessibility Statement	Governance	TPC	<input checked="" type="checkbox"/>	Complete	Adopted
13	Council requires to have written and adopted a Privacy Notice	Governance	TPC	<input checked="" type="checkbox"/>	Complete	Adopted
19	Council to have a Risk Management policy	Governance	TPC	<input checked="" type="checkbox"/>	Complete	Adopted
23	Council to have Disciplinary and Grievance procedures	Development	TPC	<input checked="" type="checkbox"/>	Complete	Adopted
24	Council to have a policy for Training and Development of staff and councillors	Development	TPC	<input checked="" type="checkbox"/>	Complete	Adopted
25	Council to have a record of all training undertaken by staff and councillors in the last year	Development	Clerk	<input checked="" type="checkbox"/>	Policy Adopted	No training records have yet been recorded
27						