

Council Name: Neston Town Council

Date of application: 09.12.2022

Award level applied for: Foundation

Local Council Award Scheme application form

Neston Town Council has the relevant criteria in place and has registered with NALC.



The Council confirms by resolution that all documentation and information is in place for the Foundation award and that it meets the criteria.		
Hyperlink to council resolution 8 th November 2022:		
Criteria	Do you meet these criteria?	Where are these published online?
1 Its standing orders	Yes	Documents are published on the Council's website: www.neston.org.uk
2 Its financial regulations	Yes	Standing Orders: https://neston.org.uk/wp-content/uploads/2022/10/Standing-Orders-2022.pdf
3 Its Code of Conduct and a link to councillors' registers of interests	Yes	Financial Regulations: https://neston.org.uk/wp-content/uploads/2022/10/Financial-Regulations.pdf 1. Members Code of Conduct: https://neston.org.uk/wp-content/uploads/2022/05/22.05.17-Code-of-Conduct-FINAL.pdf 2. Councillors Details: https://neston.org.uk/council/councillors/ 3. To see Members Registration of Interest use a second link, click onto each individual cllr: https://neston.org.uk/wp-content/uploads/2022/04

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		/Cllr-Kynaston-19.11.19.pdf 4. Officer's Code of Conduct: https://neston.org.uk/wp-content/uploads/2022/10/Officers-Code-of-Conduct.pdf
4 Its publication scheme	Yes	Publication Scheme: https://neston.org.uk/wp-content/uploads/2022/05/22.05.17-Publication-Scheme-2022.pdf Publications Scheme Guide: https://neston.org.uk/wp-content/uploads/2022/05/22.05.17-Publication-Scheme-Information-Guide-2022.pdf
5 Its last annual return	Yes	Notification of conclusion of Audit, AGAR sections 1-3: https://neston.org.uk/wp-content/uploads/2022/09/Conclusion-of-audit-for-year-ended-31.03.2022.pdf
6 Transparent information about council payments	Yes	Finance Payments: https://neston.org.uk/council/finance-documents/
7 A calendar of all meetings including the annual meeting of electors	Yes	A whole year's schedule is approved and displayed the schedule was amended in November and only forthcoming meetings displayed from this time: https://neston.org.uk/wp-content/uploads/2022/11/22.11.01-SCHEDULE-2022-23-V5-signed.pdf
8 Minutes for at least one year of full council meetings and (if relevant) all committee and sub-committee meetings	Yes	Council Meeting Minutes are published: https://neston.org.uk/document-category/meeting-minutes/
9 Current agendas	Yes	All meeting agendas:

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		https://neston.org.uk/document-category/meeting-agendas/
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10 The budget and precept information for the current or next financial year	Yes	<p>Full Council Budget meeting minutes: https://neston.org.uk/wp-content/uploads/2022/05/Council-25-January-2022.pdf</p> <p>Precept Calculation: https://neston.org.uk/wp-content/uploads/2022/11/F C7-71-Precept-Calculations-FINAL.pdf</p> <p>Summary of budget and outturn: https://neston.org.uk/wp-content/uploads/2022/11/F C7-70-OUTTURN-REPORT.pdf</p> <p>Precept Report: https://neston.org.uk/wp-content/uploads/2022/11/F C7-71-Precept-Report-FINAL.pdf</p>
11 Its complaints procedure	Yes	<p>Complaints Procedure and Vexatious Policy: https://neston.org.uk/documents/complaints-procedure-complaints-and-vexatious-policy/</p>
12 Its accessibility statement	Yes	<p>Website Accessibility Statement: https://neston.org.uk/wp-content/uploads/2022/11/Website-Accessibility-Statement-V2-November-2022.pdf</p>
13 Its privacy notice	Yes	<p>General Privacy Notice: https://neston.org.uk/documents/general-privacy-notice/</p>

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		<p>Cllrs, Staff and Role Holders Privacy Notice: https://neston.org.uk/documents/privacy-notice-councillor-role-holders/</p> <p>Website & Social Media Privacy Notice: https://neston.org.uk/documents/website-privacy-notice/</p>
14 Council contact details and councillor information in line with the Transparency Code	Yes	<p>Councillors Contact Details: https://neston.org.uk/council/councillors/</p> <p>Customer Care Policy: https://neston.org.uk/wp-content/uploads/2022/06/Customer-Care-Policy.pdf</p>
15 Its action plan for the current year	Yes	<p>NTC's Action Plan for current year: https://neston.org.uk/wp-content/uploads/2022/11/22.11.29-NTCs-Action-Plan-to-May-2023.pdf</p>
16 Evidence of consulting the community	Yes	<p>Weekly Councillor Surgeries: https://neston.org.uk/events/councillor-police-surgeries-at-neston-library-10/</p> <p>Public Consultation "Have Your Say": https://neston.org.uk/neston-town-council-2022-2025its-time-to-have-your-say/</p> <p>Community Safety Charter: https://neston.org.uk/community-safety-charter-2022/</p> <p>Press release for return of Local service (Post Office): https://neston.org.uk/post-office-services-return-to-neston-town-centre/</p>
17 Publicity advertising council activities	Yes	<p>NTC News and Press releases: https://neston.org.uk/news/</p>

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18 Evidence of participating in town and country planning	Yes	Our Community & Environment Committee have delegated authority in which to deal with on behalf of Council Planning applications, example: Community & Environment Committee Meeting Minutes https://neston.org.uk/wp-content/uploads/2022/10/Community-Environment-11-October-2022-DRAFT.pdf
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19 A risk management scheme	Yes	Each committee undertakes identified risk assessments as delegated by Council. See item 26: https://neston.org.uk/wp-content/uploads/2022/09/Finance-Administration-20-September-2022-DRAFT.pdf Risk Management Scheme: https://neston.org.uk/wp-content/uploads/2022/11/22.11.29-Risk-Management-Scheme.pdf
20 A register of assets	Yes	NTC Fixed Assets List: https://neston.org.uk/wp-content/uploads/2022/11/Final-Fixed-Asset-List-as-at-31.03.22.pdf
21 Contracts for all members of staff	Yes	All of our staff have contracts of employment. I have attached a redacted contract of our latest Employee: Caretaker & Market Officer as an example of our standard contracts.
22 up-to-date insurance policies that mitigate risks to public money	Yes	Insurance Policy Schedule: https://neston.org.uk/wp-content/uploads/2022/11/TAP_Policy_Schedule.pdf Certificate of Employers Insurers Liability:

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		https://neston.org.uk/wp-content/uploads/2022/11/TAP_Employers_Liability_Certificate.pdf
23 Disciplinary and grievance procedures	Yes	Disciplinary Policy: https://neston.org.uk/documents/disciplinary-policy/ Grievance Procedure: https://neston.org.uk/wp-content/uploads/2022/11/22.11.29-Grievance-Procedure.pdf
24 A policy for training and training and development of staff and councillors	Yes	Training-Development-Policy: https://neston.org.uk/documents/training-development-policy/
25 A record of all training undertaken by staff and councillors in the last year	Yes	Details of Councillors training: https://neston.org.uk/wp-content/uploads/2022/11/Councillors-training-V2-for-website.pdf Details of Staff Training 2021/22: https://neston.org.uk/wp-content/uploads/2022/11/Staff-Training-2021-22-CURRENT.pdf
26 A clerk who has achieved 12 CPD points in the last year	Yes	The Clerk has 14.5 CPD Points in the last year: https://www.slcc.co.uk/my-account/my-account-cpd/