



LOCAL COUNCIL AWARD SCHEME | ASSESSMENT FORM

Name of council	Torpoint Town Council
Name of assessor	Isabelle Risner
Date	4/08/2023

Instructions

Please place an X in the box corresponding to the appropriate outcome for each of the criteria. If any criteria are partially met then a comment is needed to explain this. Otherwise comments are optional. Please keep comments brief and constructive, as they will be provided as feedback to the council.

The Foundation Award

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
The council confirms by resolution at a full council meeting that it publishes online: No link provided – Finance and Operations MINUTES – 3/7/2023 recommendation found in minutes 42-23F&O Local Council Award Scheme a) To approve an application to CALC (Cornwall Association Local Councils) to apply for the Local Councils Award Scheme – ‘Gold status’: Resolution needed from 20/7 full council.					
1) Its standing orders	/				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
2) Its financial regulations	/				
3) Its Code of Conduct and a link to councillors' registers of interests	/				
4) Its publication scheme	/				Requires updating – information is now available on website but is listed as 'hardcopy' – eg committee membership, financial regulations, town council strategy etc
5) Its last annual return	/				
6) Transparent information about council payments	/				Payments beyond March 2023 not yet uploaded but in the minutes of mtgs.
7) A calendar of all meetings including the annual meeting of electors	/				
8) Minutes for at least one year of full council meetings and (if relevant) all	/				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
committee and sub-committee meetings					
9) Current agendas	/				
10) The budget and precept information for the current or next financial year	/				Somewhat difficult to find through website - Appendix 2 to minutes of 15 December Full Council.
11) Its complaints procedure	/				
12) Its accessibility statement	/				
13) Its privacy notice	/				
14) Council contact details and councillor information in line with the transparency code	/				
15) Its action plan for the current year				/	Overall strategy document says : <i>looking 10 years into the future whilst providing detail of projects and activities over the next 12-36 months</i> , However no project completion dates or schedules included for current year. Separate one year action plan needed.

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
16) Evidence of consulting the community	/				
17) Publicity advertising council activities	/				
18) Evidence of participating in town and country planning	/				
The council also confirms by resolution at a full council meeting that it has:					
19) A risk management scheme	/				
20) A register of assets	/				
21) Contracts for all members of staff	/				Clerk assurance taken/ internal audit check.
22) Up-to-date insurance policies that mitigate risks to public money					Minute of resolution for renewal of insurance seen.

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
23) Disciplinary and grievance procedures	/				
24) A policy for training and development of staff and councillors	/				Does not specify any councillor training e.g. Code of Conduct
25) A record of all training undertaken by staff and councillors in the last year					No information provided at present
26) A clerk who has achieved 12 CPD points in the last year	/				Clerk assurance taken – slcc fellow.

The Quality Award

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
The council confirms by resolution at a full council meeting that it meets all requirements for the Foundation Award and that it also publishes on its website:					