

LOCAL COUNCIL AWARD SCHEME | FEEDBACK FORM

Name of council	Dursley Town Council
Award level	Quality Gold
Date	5 January 2022

Summary

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:					
1) Its standing orders	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
2) Its financial regulations	X				
3) Its Code of Conduct and a link to councillors' registers of interests	X				The Localism Act encourages councils to put the register of interests on its own website, but the panel accepted that this information was easily found and many councils link to their principal authority in this way.
4) Its publication scheme	X				
5) Its last annual return	X				
6) Transparent information about council payments	X				
7) A calendar of all meetings including the annual meeting of electors	X				
8) Minutes for at least one year of full council meetings and (if relevant) all	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
committee and sub-committee meetings					
9) Current agendas	X				
10) The budget and precept information for the current or next financial year	X				
11) Its complaints procedure	X				
12) Its accessibility statement	X				
13) Its privacy notice	X				
14) Council contact details and councillor information in line with the transparency code	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
15) Its action plan for the current year	X				
16) Evidence of consulting the community	X				
17) Publicity advertising council activities	X				
18) Evidence of participating in town and country planning	X				
The council also confirms by resolution at a full council meeting that it has:					
19) A risk management scheme	X				The panel would encourage the council to adopt a risk register that shows more clearly the likelihood of risks occurring (perhaps using the Red, Amber, Green approach that is quite common now)
20) A register of assets	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
21) Contracts for all members of staff	X				
22) Up-to-date insurance policies that mitigate risks to public money	X				
23) Disciplinary and grievance procedures	X				
24) A policy for training and development of staff and councillors	X				
25) A record of all training undertaken by staff and councillors in the last year	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
26) A clerk who has achieved 12 CPD points in the last year	X				

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:					
1) Draft minutes of all council and committee meetings within four weeks of the last meeting	X				
2) A Health and Safety policy	X				
3) Its policy on equality	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
4) Councillor profiles	X				
5) A community engagement policy involving two-way communication between council and community	X				
6) A grant awarding policy	X				
7) Evidence showing how electors contribute to the Annual Parish or Town Meeting	X				
8) An action plan and related budget responding to community engagement and setting out a			X		This is a well developed action plan, but the panel felt it could have been clearer how this related to the subsequent budget and how the community had been engaged with developing it.

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
timetable for action and review					
9) Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and at least four news bulletins a year	X				
10) Evidence of helping the community plan for its future	X				The panel was pleased to see that a neighbourhood plan was in place.
The council also confirms by resolution at a full council meeting that it has:					
11) A scheme of delegation (where relevant)	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
12) At least two-thirds of its councillors who stood for election	X				
13) An annual report that is actively shared with the community			X		There doesn't seem to be a 2021 report. There may be a good reason for this, but the panel would have liked to have either seen the report or know the reason it's not happened just to be reassured that annual reports continue to be produced.
14) Evidence of a customer service in how the council handles correspondence with the public	X				
15) A qualified clerk	X				
16) A formal appraisal process for all staff	X				
17) A training policy and record for all staff and councillors	X				

The Quality Gold Award

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

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
1) A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the council and its community		X			There is a well developed business plan, however the panel didn't feel there was a clear link with the financial forecast or revenue and capital plans over a number of years. The cost codes supplied may relate to this but the panel (and presumably the public too) wouldn't understand what these mean.
2) An annual report, online material, news bulletins and other council communications with evidence of:	X				The panel felt this needed to be improved before they could agree to the council receiving Quality Gold status.
a) engaging with diverse groups in the community using a variety of methods	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
b) community engagement influencing council activity and priorities	X				
c) a wide range of council activities, including innovative projects, that produce positive outcomes for the community	X				
d) co-operating constructively with other organisations	X				

The council also confirms by resolution at a full council meeting, that it has prepared statements (of no more than one page each) to be presented to the accreditation panel showing how it:

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
3) Ensures that the council delivers value for money	X				
4) Provides leadership in planning for the future of the community	X				
5) Engages with the community on issues related to the environment and climate change			X		The panel were impressed with the work that was being done but they felt it could have been clearer how there was community engagement to achieve this. This statement largely related to policy and processes.
6) Manages the performance of the council as a corporate body	X				

Criteria	Met	Not met	Partially met and accepted	Partially met & not accepted	Comments
7) Manages the performance of each individual staff member to achieve its business plan	X				

Dursley Town Council 2021/22

Bank Accounts Investments & Charges at : 15th February 2022

Bank Account	Balance	Date of Last Statement	Interest Rate	Interest Earned in 2021/22
Barclays - Base Rate Reward (Account Closed)	£ -	20/05/2021	0.01%	£ 2.27
Lloyds Bank - Instant Access Account	£ 117,110.97	15/02/2022	0.01%	£ 19.71
Lloyds Bank - Electronic Tarriff Account (Business)	£ 4,772.59	15/02/2022	0.00%	£ -
Petty Cash	£ 157.82	15/02/2022	n/a	£ -
	<u>£ 122,041.38</u>			<u>£ 21.98</u>

Investments (Current)

Public Sector Deposit Fund

Amount Invested	Start Date	End Date	Interest Rate	Interest Earned
£ 400,000.00	Continuous		0.30%	£ 133.20
<u>£ 522,041.38</u>				<u>£ 133.20</u>

Total sum held (Bank Accounts & Current Investments)

Investments (Completed)

There have been no short term investments due to low interest rates

Amount Invested	Start Date	End Date	Interest Rate	Interest Earned
£ -				£ -
<u>£ -</u>				<u>£ -</u>
Total Interest Earned in 2021/22				£ 155.18

Bank Charges

Monthly Charge for Lloyds "Electronic Tariff" Account

Date	Charge	Date	Charge
Apr-21	£ 12.95	Oct-21	£ 12.20
May-21	£ 10.54	Nov-21	£ 11.25
Jun-21	£ 7.85	Dec-21	£ 10.50
Jul-21	£ 9.24	Jan-22	£ 11.55
Aug-21	£ 7.00	Feb-22	£ 10.29
Sep-21	£ 7.85	Mar-22	
Total	£ 111.22		

