

Foundation status checklist of Evidence Required					
GOVERNANCE	RAG RATING	ACTION REQUIRED	COMMENTS	Actions required	Actions OWNER
Copy of reviewed Standing Orders published on Web		Having been reviewed the standing orders have not been signed off at the AGM May 2024 consolidated version to the prepared and circulated		New consolidated orders are to be prepared and circulated to Cllr's these need to be circulated and agreed at the September meeting.	Cllr McIlwraith Parish Clerk
Copy of reviewed Financial Regulations published on Web		Having been reviewed the financial regulations will be proposed and signed off at the AGM May 2024	This ensures compliance with legislative timeframes	New Devolvment Policy to be prepared to complement the Financial regs as recommended by the Internal Auditor	Parish Clerk
Copy of the Code of Conduct with link to councillors' registers of interests		Having been reviewed and signed off at the AGM May 2023 following the Election updated declarations will be requested at the AGM May 2024 and published on the website.	This ensures compliance with legislative timeframes	Need to ensure that current register on the web In Parish Council pages are up to date and new forms for Andrew included	Parish Clerk Cllr A Green
Copy of all Governance Committees with appointed members and Terms of Reference to be published		Following review at the AGM Cllr's appointed to the various committees	These need updating and replacing previous document on the web page	Updated list of Committee's and Steering groups and representatives need to be published on web to replace 2023/24 doc	Parish Clerk
Copy of the Scheme of Delegation		Scheme of delegation to be created and agreed by Cllr's	Recommended by the Internal Auditor. This will complement the simplified adopted Standing orders at the September meeting	Clerk to Create the scheme of Delegation Document for approval at the September meeting	Parish Clerk
Link to the Councils publication scheme via the Parish Website		https://www.sampfordcourtenay-pc.gov.uk	This is Full link to all publications on Sampford Courtenay Parish Website. A publication Policy was created by Parish Clerk in 2023 following recommendation of the Internal Audit but is not on the web page to be retrieved from files and uploaded	Review of the website is being undertaken by Parish Clerk however current scheme meets requirements and can be shown to be used regularly but Publication Policy is to be added to the public policy page on the web	Parish Clerk
Copy of the last Annual return		AGAR for 2022/23 is published The AGAR for 2023/24 was proposed and signed at May meeting and when certification of completion is received from the external auditors this will also be available		Publish docs once certificate of exemption has been received	Parish Clerk
Link to Transparent information about the Councils Payments		Copy of the current cashbook to be included in the bundle plus link to the monthly minutes		Action for Clerk	Parish Clerk
Link to calendar of all meetings including the annual meeting of electors		Calendar of meetings no longer on the Minutes need to identify the location of doc on the website	Suggest change of name of heading to include Minutes, Agenda's & Meeting dates	Action for Clerk	Parish Clerk
Link to the minutes for the last year of full council meeting and relevant Subcommittee meetings		https://www.sampfordcourtenay-pc.gov.uk/parish-council-minutes-agendas link to the Full Council meetings and the SCEnSus (Sampford Courtenay Environmental & Sustainability Group)	Copies of the Agenda and Minutes are always published on three separate notice boards throughout the Parish as well as a synopsis being published in the Parish Magazine.	Completed	
Link to the current Agendas		https://www.sampfordcourtenay-pc.gov.uk/parish-council-minutes-agendas	Copies of the Agenda and Minutes are always published on three separate notice boards throughout the Parish as well as a synopsis being published in the Parish Magazine.	Need to ensure that the Dates of the Publication of Agenda's are recorded on the published document as per the Internal Audit Recommendation	Parish Clerk
Link to the Budget and Precept Information for the current and next financial year				New link to current docs need to be added when docs are on the website	Parish Clerk
Links to complaints procedure		https://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2022-08/complaints-policy-1641521870.pdf	Policies & Terms of Reference Sampford Courtenay Village Website (sampfordcourtenay-pc.gov.uk)	Policy published but to be allocated to Cllr and reviewed for the September meeting	Cllr Moesel?
Link to Accessibility Statement		Need to review and update the ACCESSIBILITY STATEMENT		Accessiblity statement and plan for the website to be reviewed for September Meeting	Cllr Wilson?
Link to Privacy Policy		Privacy Policy publish on the web page	https://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2023-08/sampford-courtenay-parish-council-privacy-policy-2000807840.pdf	Policy published but to be allocated to Cllr and reviewed for the September meeting	Cllr Collins?
Link GDPR Policy		GDPR policy published on the web page	?? consider compliance for use of Clerks own computer to manage day to day Parish Council Business??	Policy published but to be allocated to Cllr and reviewed for the September meeting to consider: Record Retention Schedule • Data Breach Assessment • Process for dealing with a Subject Access Request • Security Compliance Checklist as per the internal audit recommendations	Cllr Smedley?
Link to Risk Management Policy		Risk Management Policy on the website	Full risk assessment as part of the AGAR completed and approved for 2024-25 https://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2024-06/scpc-financial-risk-assessment-24-25-1529581216.pdf	New RA sent to Julie to update on the web Parish Council also have a number of other standing Risk Assessment for annual activities including Parish Clean up, Station Clean up, Himalayan Balsam which need to be reviewed	Cllr Carpenter?
Link to register of assets		https://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2023-03/assets-spreadsheet-1536170600.pdf		Copy of assets reviewed and updated on the Website	Cllr Wilson
Copy of contracts for members of staff		Copy available together with Interim review for May 2024		Completed	
Copy of insurance policy that mitigate risks to public money		Copy available		Completed	

May 2024 round:	
Task	Deadline
Deadline for LCAS applications	3 May 2024
Deadline for NALC to provide triage feedback to councils	24 May 2024
Deadline for councils to respond to triage feedback	7 June 2024
Deadline for applications to be sent to panel	21 June 2024
Deadline for panel results	2 August 2024

May 2024 round:	
Task	Deadline
Deadline for LCAS applications	3 May 2024
Deadline for NALC to provide triage feedback to councils	24 May 2024
Deadline for councils to respond to triage feedback	7 June 2024
Deadline for applications to be sent to panel	21 June 2024
Deadline for panel results	2 August 2024

September 2024 round:	
Task	Deadline
Deadline for LCAS applications	6 September 2024
Deadline for NALC to provide triage feedback to councils	27 September 2024
Deadline for councils to respond to triage feedback	11 October 2024
Deadline for applications to be sent to panel	25 October 2024
Deadline for panel results	6 December 2024