	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 Mcllwraith 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 Devolvement 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	upioaded	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	Clir Moesel?				
ink to Accessibility Statement		Need to review and update the ACCESSIBILITY STATEMENT		Accessibilty 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 GDRP Policy		GDRP 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	Clir 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 tor e 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					

COMMUNITY	RAG RATING	ACTION REQUIRED https://www.sampfordcourtenay-pc.gov.uk/council-members		These are the details of the current Councillors and this page will be fully updated following changes to Cllr's	Just Cllr Green's profile to be updated and for each email address to be added to the website against the Cllr name ?? only telephone number for the Clerk needs to be published as per the Internal Audit recommendation??	Parish Clerk
Link to Council contact details and councillor information in line with the Transparency Code						
Demonstrate bespoke email account for all Cllr's Parish Council communications	rs	Recommendation from National External Auditors for .gov email accounts to be in place for all local authorities				Parish Clerk
Link to the action plan for the curren year	t		iewed by the Council at the Annual on 1 May and updated at the following g		Plan now published as agreed at the June 2024 meeting	Cllr Wilson
Evidence of consulting the communi	ty		that demonstrates the consultation + werpoint at Parish Meetings	Power Points on website with Minutes https://www.sampfordcourtenay-pc.gov.uk/sites/default/files/downloads/2022-10/	Add 2024 powerpoint with the minutes Copy of the consultation survey when agreed	Parish Clerk
Publicity advertising council activitie	s	Create a snapshot of adverts created to publicise the Council Activities including links to the Facebook and Roundabout adverts			Web administrator and Facebook admin to provide evidence	Julie Carpenter Marion Pratt
Evidence of participating in town and country planning		Copy of the Parish Planning policy used as a checklist to support decision making for Planning issues heard as part of the Full Council Minutes available. In the past 12 months the Parish Council has commented on 27 Planning Applications submitted to the WDBC Planning Authority		Demonstrate how many reviews In the past 12 months the Parish Council has considered with details submitted to the WDBC Planning Authority	Clerk to compile the current picture of engagement for last 12 months	Parish Clerk
DEVELOPMENT	RAG RATING	ACTION REQU	IRED	COMMENTS		
Copy of Disciplinary and grievand procedures	e	Need to create a Policy or publish the one we have			Create a Policy	Cllr Wilson
Copy of the policy for training and development of staff and councillors	i	Need to create a Policy or publish the one we have		Budget of £500 set up to support completion of the Clerks CPD and develop experience and skill of	Create a Policy	Cllr McIlwraith
A copy of A record of all training undertaken by staff and councillors i the last year	n	Create a report of all training that has taken place for 2022/23		This has ben requested and compiled by the Clerk	Report to be prepared	Parish Clerk
Evidence that the clerk has achieved 12 Continuing Professional Development (CPD) points in the last year		Need to just evidence that your training and development have achieved the 12 points for this year			Clerk to maintain a training log and show current training and development which can be fully reviewed at Annual assessment in November	Parish Clerk
Recognition of duties bio-diversity		Evidence through SCEnSus work available			Completed	
Recognition of duties crime and			s required through resolution of Full		Evidence required to link in to the PCC and	Cllr Wilson
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May	2024 round:	Council.				
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