

## Criteria Required for a Quality Council

1. First accreditation requires that 80% of councillors must be elected.

Last election returns to be submitted

### **2. Clerk must be Qualified**

Certificate in Local Council Administration or Certificate of Higher Education in Local Council Administration (Awarded by University of Gloucestershire)

3. Copies of notices, minutes and attendance register for previous 12 months (unless stated in the minutes)

4. (i) Provide examples of methods used to inform and communicate with the residents

- newsletters (must be minimum of 4 per year), magazines, articles in Local papers, leaflets and information displayed on notice boards and details on how the electorate's views are re-presented. The Annual Report can be in one of the 4

(ii) Need 9 out of the following 17

1. Annual Report must be sent to every household in the Parish Council area

2. The Annual Report must include a summary of the activities during the year

3. Must have a Parish Plan or Market Town action plan or has contributed to one.

4. Information or access point is provided for Local Government and Parish Council services.

5. Item 4 above must be linked electronically to AVBC and DCC.

6. Information about Local Government services and Council activities are distributed to every household.

7. Links to voluntary and other community organisations.

8. Email address is publicly available.

9. Website with list of Members and Officers, contact details and access to the Annual Report.

10. Councillors hold regular surgeries (more than 6 per year)

11. Residents are consulted on Planning issues.

12. Relevant principal authorities are informed of Parish Council activities.

13. Council activities published in local Library, shops and/or other public places.

14. Council Activities are put in the local press.

15. Council Activities are put in District Council publications.

16. Consultation or questionnaires undertaken with the electorate on local issues affecting the Parish Council area.

17. Information leaflets or brochures are provided on the work of the P.C.

### **5. Annual Report**

### **6. Accountabilities**

Copy of audited returns and all internal; audit reports must be available.

### **7. Code of Conduct**

A copy and date of adoption to be supplied.