

		2008				2009							
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
	Community engagement strategy Develop and document strategy		****	****	****								
	Publish Community Engagement strategy					****							
	Implement strategy						****	****	****	****	****	****	
	Add appropriate documents to evidence folder												****
	Consult residents on Planning Matters												
	Develop Design Statement for Harlton in consultation with residents and SCDC		****	****	****	****	****	****	****	****			
	Add appropriate documents to evidence folder												****
	Inform relevant Principle Authorities of Parish Council activities												
	Issue Parish Plan and Annual Report to S.Cambs DC and CambsCC											****	
	Publicise Parish Council activities locally												
	Will be covered by wide distribution of Parish Plan, Annual Report, Newsletter and minutes												
	Consultation and questionnaires on local issues												
	Covered initially by dev'tment of Parish Plan and later by Community Engagement Strategy												
	Information leaflets and brochures on work of Parish Council												
	Will be included in Community Engagement strategy												
TEST 5	Parish Council Annual Report												
	Will be covered by Test 4												
TEST 6	Statement of Accounts and Annual Governance Statement												
	Check whether current arrangements meet Quality Council requirement		****										
	Modify arrangements if necessary			****									
	Add appropriate documents to evidence folder												****
TEST 7	Code of Conduct												
	Check whether current arrangements meet Quality Council requirement		****										
	Modify arrangements if necessary			****									
	Add appropriate documents to evidence folder												****
TEST 8	Local Democracy and Citizenship												
	Understand what the requirements are in this area		****										
	Put actions in place to meet the requirements			****	****	****	****	****	****	****	****		
	Add appropriate documents to evidence folder												****
TEST 9	Council Clerk - Terms and Conditions of employment												
	Check that Kim's employment documentation meets Quality Council requirement		****										
	Add appropriate documents to evidence folder												****
Test 10	Training – Statement of Intent covering councillor and clerk training												
	Develop training programme covering all councillors and clerk		****										
	Carry out training			****	****	****	****	****	****	****	****	****	
	Add appropriate documents to evidence folder												****