

Good Practice Notes

| GPN | Document | Section |
|-----|-------------------------------------------------------------------------------------------|-------------------------------------|
| 001 | The Law Relating to Parish and Town Councils | Council business law & procedure |
| 010 | Local Publication Scheme for Parish/Town and Community Councils | Information Law |
| 011 | Local Council Documents & Policies | Information Law |
| 021 | Burial Grounds A Ten Point Guide To Safety Inspections of Cemetery Memorials | Land & Property / Burial Grounds |
| 022 | Funding For the Repair or Restoration of War Memorials | Land & Property / Burial Grounds |
| 031 | Guidance on Management of Allotments | Land & Property / Allotments |
| 035 | Allotments Tenancy Agreements | Land & Property / Allotments |
| 036 | Guidance for using NALCs template Tenancy Agreements for an Allotment Garden | Land & Property / Allotments |
| 041 | An introduction to key facts for local councils | Other / General Power of Competence |
| 042 | The Law Relating to Parish and Town Councils | Other / General Power of Competence |
| 081 | Guidance on website provision | Other / website provision |
| 201 | Declarations of Acceptance of Office & Localism Act 2011 | Councillors |
| 202 | Councillors - Model Form | Councillors |
| 203 | Introductory information for New Councillors | Councillors |
| 204 | Essential Documents & Publications For A New Councillor | Councillors |
| 206 | Induction Guide for Councillors Template | Councillors |
| 207 | Local Councils and Payment of a Chairman's Allowance | Councillors |
| 208 | Action Plans | Councillors |
| 221 | Setting Up Committees and Working Parties and the Procedures To Be Followed By Committees | Councillors |
| 222 | Acceptance of Apologies and Disqualification | Councillors |
| 223 | Filling a Casual Vacancy and Co-Opting a New Member | Councillors |
| 301 | NALC/SLCC Model Contract of Employment | Employment |
| 302 | How to use the NALC/SLCC 2011 Model Contract of employment | Employment |
| 303 | A Model Protocol for Councillor/Clerks Relations | Employment / Councillors |
| 304 | National Agreement on Salaries and Conditions of Service - Clerks' Profiles | Employment |

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| 410 | Model Financial Regulations | Finance & Audits |
| 411 | Value Added Tax VAT, Councils & Community Projects | Finance & Audits |
| 412 | Applicants To A Local Council's Community Grant Fund | Finance & Audits |
| 413 | An Introduction to Borrowing By Parish Councils | Finance & Audits |
| 414 | An introductory guide to the budgeting process | Finance & Audits |
| 415 | Asset Register and Depreciation of Assets | Finance & Audits |
| 416 | Participatory Budgeting for Parish Councils | Finance & Audits |
| 417 | Internal Financial Controls | Finance & Audits |
| 460 | Audit Step By Step Guide To A Lighter Touch Audit | Finance & Audits |
| 461 | Review of the Effectiveness of System of Internal Audit | Finance & Audits |
| 462 | Clerks Typical Timetable For The Clerk's Year | Finance & Audits |
| 463 | Internal Auditor's role | Finance & Audits |
| 464 | Internal Audit Letter of Appointment | Finance & Audits |
| 465 | Internal Audit Schedule | Finance & Audits |
| 466 | Internal Auditor List | Finance & Audits |
| 470 | Risk Management – Activities to be addressed | Finance & Audits |
| 471 | Risk Management Guidance on Risk Management and How To Carry Out Risk Assessments | Finance & Audits |
| 501 | Guidance On Minute-taking | Council Meetings |
| 502 | Public Participation At Meetings | Council Meetings |
| 503 | Excluding the Public | Council Meetings |
| 504 | Meetings of Council, Committees and Working Groups – Requirements table | Council Meetings |
| 511 | Parish/Town/Community Council Next Meeting Poster | Council Meetings |
| 551 | Model Notice For Summoning Councillors to A Parish or Town Council Meeting and Model Agenda For Publication (a) | Council Meetings |
| 552 | Model Notice For Summoning Councillors to the Annual General Meeting for the Parish or Town Council in a non-election year and Model Agenda For Publication (b) | Council Meetings |
| 553 | Model Notice and Agenda for Annual Parish or Town Assembly (c) | Council Meetings |
| 554 | Model Notice for Summoning Councillors to the Annual General Meeting for the Parish or Town Council Following An Election | Council Meetings |
| 555 | Model Notice for Summoning Councillors to the Annual General Meeting for the Parish or Town Council in a Non-Election Year | Council Meetings |
| 561 | Suggested Protocol on the Recording and Filming Of Council and Committee Meetings | Council Meetings |
| 562 | Managing Public & Press Reporting at Meetings | Council Meetings |
| 563 | Chair's announcement at start of meeting - suggested | Council Meetings |
| 564 | Policy for Councils to Make use of the Media | Council Meetings |
| 601 | Procedure For Responding To Planning Applications | Planning /Licencing |
| 602 | Biodiversity and The Duty Created By The Natural Environment and Rural Communities Act 2006 | Planning /Licencing |
| 603 | Guide to Rule 6 f-planning appeals and called-in applications – England | Planning /Licencing |
| 701 | Local Council Precepts - What is in this for local councils? | Finance and Audits |
| 702 | Explanation Of Possible Impact On Local Councils' Precepts | Finance and Audits |
| 703 | Precept and Council Tax Calculation Taking Into Account Change to Method of Paying Benefits | Finance and Audits |
| 704 | Precept & Change to Local Council Tax Explanation | Finance and Audits |