|  |  |
| --- | --- |
| Monk Fryston Parish Council Document PCDOC033 | Page 1 of 2 |
| Title Criteria demonstrating good governance in managing the business and finances of a council. | Rev: 1 |
| **Prepared and issued by: Bill Holmes** | **Issued:** |
| **Approved at Council Meeting Dated: 20th June 2023 minute ref 8e** |

|  |  |
| --- | --- |
| **Copy** | **Distribution** |
| 1 | All Councillors |
| 2 | Clerk |
| 3 |  |
| 4 |  |
| 5 |  |

**Document Distribution**

|  |  |  |
| --- | --- | --- |
| Review Frequency | Last Review Date | Quality Council Document Y/N |
| 3 yearly |  | Y |

**Document Change History**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revision** | **Date** | **Author** | **Verified** | **Section** | **Change Description** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

Contents

[1. Introduction 2](#_Toc107909826)

[2. Criteria 2](#_Toc107909827)

# Introduction

As Part of the quality council accreditation, we are required to have ‘Criteria demonstrating good governance in managing the business and finances of a council’. The purpose of this document is to detail those criteria.

# Criteria

* 1. Ensure Orderly meeting agendas
	2. Ensure recording of meetings and resulting actions
	3. Ensure accurate financial records are kept
	4. Ensure regular validation of financial records
	5. Ensure that Audits and actions are completed on time
	6. Ensure procedures are valid and up to date
	7. Obtain and maintain the quality council foundation award
	8. Undertake 3 yearly audits to ensure Criteria identified is being adhered to