



List of Good Practice Notes

The following Good Practice Notes give guidance on the correct legal procedure and recommend good practice:

Audit	Step By Step Guide To A Lighter Touch Audit
Burial Grounds	A Ten Point Guide To Safety Inspections of Cemetery Memorials
Chairman	Duties, Responsibilities and Tips For Handling Meetings
Clerks	Typical Timetable For The Clerk's Year Procedure For New Councillors
Committees	Setting Up Committees and Working Parties and the Procedures To Be Followed By Committees
Councillors	Filling a Casual Vacancy and Co-Opting A New Member
Councillors	Essential Documents And Publications For A New Councillor Apologies and Disqualification
Declarations	Guidance Notes For The Signing of the Declaration of Acceptance of Office and the Register of Members' Financial Interests By New Parish and Town Councillors As Required By The Local Authorities (Model Code of Conduct) Order 2007
Elections	The Clerk's Role In Parish Council Elections
Employment	Statement of Terms and Conditions Guidance on Annual Appraisals Guidance on the Recruitment Process
Meetings	Guidance On Minute-taking Model Notice For Summoning Councillors to A Parish or Town Council Meeting and Model Agenda For Publication (a) Model Notice For Summoning Councillors to the Annual General Meeting for the Parish or Town Council and Model Agenda For Publication (b) Model Notice and Agenda for Annual Parish or Town Assembly (c) Model Notice for Summoning Councillors to the Annual General Meeting for the Parish or Town Council Following An Election Model Notice for Summoning Councillors to the Annual General Meeting for the Parish or Town Council in a Non-Election Year

Meetings	Public Participation At Meetings When The Public Can Be Excluded From Meetings
Planning Applications	Procedure For Responding To Planning Applications
Risk Management	Guidance on Risk Management And How To Carry Out Risk Management
Value Added Tax	VAT, Councils and Community Projects

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