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General Information

- The civil Parish of Worplesdon has the 2nd largest population in the Borough of Guildford. It covers 4,564 acres and includes the communities of Broadacres, Fairlands (incorporating Gravetts Lane and Liddington Hall), Jacobs Well, Worplesdon (incorporating the areas of Pitch Place, Perry Hill, Worplesdon St Mary & Rickford) and Wood Street Village.
- The Parish is divided into four wards by the Electoral Commission as follows:

• Fairlands	Represented by 5 councillors
• Jacobs Well	Represented by 3 councillors
• Perry Hill	Represented by 3 councillors
• Wood Street Village	Represented by 5 councillors
- Parish elections, held every four years, coincide with Guildford Borough Council elections (next due May 2023, 2027 etc).
- The number of electors in the Parish (as shown on the electoral roll) as at August 2018 is 6,572

○ Broadacres	1,289
○ Wood St. Village	1,336
○ Fairlands	1,940
○ Perry Hill	1,038
○ Jacobs Well	969
- The estimated population is approximately 9,000.

The Role and Responsibilities of Worplesdon Parish Council

- Exercises many statutory functions and acts on lawful decisions.
- Is a consultee on all planning applications in the Parish and submits its views to the Planning Department of the Borough Council.
- Is an important conduit for the transmission of local views to other authorities particularly the Borough Council, County Council and the Police and is consulted on matters of policy by these and other bodies.
- Can initiate or take a lead on matters affecting the Parish.

Employees and Contractors

Clerk (Proper Officer) and Responsible Financial Officer - Mrs Gaynor White

Assistant Clerk - Mrs Victoria Fear

Head Groundsman - Mr Peter Trevena

Assistant Groundsman – Mr James White

The Clerk is employed on a full-time basis and works flexible hours from the Parish office.

The Assistant Clerk and Groundstaff are employed on a part time basis and work flexible hours.

The Council engages four regular contractors:

- Holly Training and Landscapes – contracted to carry out grass cutting of Surrey County Council/Worplesdon Parish Council owned and maintained areas (grass verges, Jacobs Well Recreation Ground, Harry’s Meadow and the Village Greens)
- Dick Randall Services Ltd – contracted to carry out quarterly operational inspections of the play areas within the Parish.
- Nigel Jefferies – contracted to carry out maintenance of the flower border beside the parade of shops in Fairlands (this work is carried out as a gesture of goodwill as the Fairlands Horticultural Society, that created the flower border, no longer exists).
- New contractor to be appointed - Annual tree surveys of land for which the Parish Council is responsible.

Office Procedures

Members of the public and Councillors can contact the Clerk by telephone on 01483 300094 during normal working hours (8.30am – 4.30pm) or by email clerk@worplesdon-pc.gov.uk.

An answer-phone service is also in operation. Those people wishing to visit the Clerk are requested to telephone the Clerk to arrange an appointment. The Clerk will be accompanied by a Councillor, or other member of staff.

Members of the public and councillors can contact the Assistant Clerk by telephone on 07718 479409 during normal working hours (8.30am – 2.30pm) or by email admin@worplesdon-pc.gov.uk.

Meetings

Full council meetings are held on a six-weekly basis in the Small Hall, Worplesdon Memorial Hall. A full schedule of meetings is displayed on the Parish notice boards, is publicised in the Parish newsletter and is also included in the Parish website. Agendas for Council and Committee meetings are also displayed on the notice boards within the Parish and on the Council’s website.

- **Annual Parish Meeting – March/April** (Not to be confused with the Annual Meeting – this is a meeting of the **Electors** of the Parish)
- **Annual Meeting – May** (A Parish Council must hold an Annual Meeting at which the Chairman, Vice-Chairman and Committee Members are appointed)

Committees

The following committees are currently in operation:

- Planning/General Purposes & Finance Committee
- Staffing Committee

Terms of Reference

Each committee has its own Terms of Reference.

Flood Forum – Worplesdon

The Parish Council facilitates and helps to co-ordinates the joint efforts of the Flood Forum.

Representatives on outside bodies

Representatives of the Council sit on, or represent, the following organisations:

- Stoke Hospital
- Worplesdon Parish Charities
- Fairwood Helpers
- FLGCA (Fairlands Liddington Hall and Gravetts Lane Community Association)
- Flood Forum
 - JWRA (Jacobs Well Residents' Association)
- WSVVA (Wood Street Village Association)
- Worplesdon Memorial Trustees
- Surrey Association of Local Councils (SALC)
- Ad hoc representation on Guildford Borough Council initiatives
- Guildford Residents' Association (GRA)

Councillors are reminded that their main role at such meetings is to refer relevant matters to the Full Council via the Clerk and the agenda. **It is unlawful for any Councillor, including the Chairman, to make decision on behalf of the Council at such meetings.**

Although the right of a minor authority to appoint a school governor has now been abolished the Parish Council wishes to maintain close contact with the schools & college serving the area.

Organisations to which the Parish Council subscribes

The Parish Council subscribes to the following organisations:

- National Association of Local Councils (NALC)
- Surrey Association of Local Councils (SALC)
- Society of Local Council Clerks (SLCC - On behalf of the Clerk)
- Surrey Wildlife Trust (SWT)

Health and Safety Policy

The Council's Health and Safety Policy can be inspected via the Parish Council's website, or by appointment with the Clerk.

Council Policies

Worplesdon Parish Council has adopted Council specific policies:

- Administration of the Play Areas
- Data Protection Act
- Dealing with Planning Applications & Material Planning Considerations
- Dealings Between Staff and Members of the Public
- Deployment of Speed Data Recorder
- Dignity at Work
- Emergency Plan
- Equal Opportunities
- Exercise of Pension Discretions Regulation 60 – Local Government Pension Scheme (LGPS)
- Fixed Asset Register
- General Information

- General Communications
- Grant Aid
- Health and Safety
- Hiring of the Village Greens
- Internal Audit
- Investment Policy
- Land management - Greens and Other Parcels of Land
- Maintenance/Inspections of the Play Areas
- Members/Officers Protocol
- Photographs for Publication/Circulation
- Planning Applications
- Policy for Clearance of Snow
- Press/Media Protocol
- Public Access Wi-fi
- Recording Decisions by Officers
- Retention of Documents
- Scheme of Delegation
- Section 17 of the Crime and Disorder Act 1998
- Snow Clearance
- Social Media
- Staff Dealing with Members of the Public Protocol
- Statement of Intent – Community Engagement
- Statement of Intent – Training
- Terms of Reference - Various Committees
- Unauthorised Encampments
- Work Related Stress

Procedures of the Council

Procedures protect the Council from difficult situations. Worplesdon Parish Council's routine procedures are laid down in the following:

- Code of Conduct
- Complaints Procedures – Including Habitual or Vexatious Complaints
- Delegated Decisions by Officers
- Disciplinary Procedure
- Filming/Recording of Meetings
- Financial Regulations
- Freedom of Information Act
- Grievance Procedure
- Risk Assessments
- Staff/Members' Protocol
- Standing Orders
- Year End Procedure

Assets and Responsibilities

The Council owns Jacobs Well Recreation Ground, the Harry Pickup Memorial Meadow (Harry's Meadow), Jacobs Well and Nevins Copse, Pinks Hill, Wood Street Village and are currently Custodian Trustees of the Worplesdon Memorial Ground (the sole control and management of the Ground and Hall rests solely with the Worplesdon Memorial Trustees, with the exception of the play area, courts 1 & 2 and the disabled tennis court parking). In

addition, the Parish Council leases several other areas of land from the County Council. A Fixed Asset Register is maintained.

Land leased from Surrey County Council:

- Backside Common (sub-leased to Wood Street Village Cricket Club – WSVCC)
- Pitch Place Green
- Perry Hill Village Green including Coombe Lane
- Wood Street Village Green including White Hart Lane

Land Management Plans

Land Management Plans are in place for each area of land for which the Parish Council is responsible. These can be viewed via the Parish Council's website.

Review date: March 2021