



### General Information

Version	Date of Adoption	Minute Reference	Review Date	Originator
2020-03	17.3.2020	123-2020	March 2021	G White
2021-03	24.3.2021	97-2021	March 2022	G White
2022-03	24.3.2022	97-2022	March 2023	G White
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## General Information

- The civil Parish of Worplesdon has the 2<sup>nd</sup> 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 2027, 2031 etc).
- The number of electors in the Parish (as shown on the electoral roll) as at March 2023 is 6,526
  - Broadacres 1256
  - Wood St. Village 1279
  - Fairlands 2031
  - Perry Hill 1048
  - Jacobs Well 912
- 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 usually 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

**Finance Officer** - Mrs Helen Lawrence

**Head Groundsman** - Mr Peter Trevena

**Groundsman** - Mr Andy Connor

The Clerk is employed on a full-time basis. The Assistant Clerk is employed for 30 hours per week. The Finance Officer is employed for 16 hours per week. All members of admin staff are entitled to work flexible hours from the Parish office.

The Head Groundsman is employed on a part-time basis for 25 hours per week, and works on Mondays, Tuesdays, and Thursdays. The Groundsman is employed on a part-time basis for 16-hours per week, and works on a Tuesday and Thursday.

The Council engages regular contractors:

- Holly Training and Landscapes – contracted to carry out grass cutting of Worplesdon Parish Council owned and maintained areas (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.
- Dryad Tree Services - 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 (9am – 5pm) or by email [clerk@worplesdon-pc.gov.uk](mailto: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 01483 300094 during normal working hours (8.45am – 2.45pm) or by email [admin@worplesdon-pc.gov.uk](mailto:admin@worplesdon-pc.gov.uk).

Members of the public and councillors can contact the Finance Officer by telephone on 01483 300094 during normal working hours (9am – 5pm) on Wednesdays and Thursdays, or by email [finance@worplesdon-pc.gov.uk](mailto:finance@worplesdon-pc.gov.uk).

## Meetings

Full council meetings are held on a six-weekly basis in the Council Chamber, Unit 2 Saxton, Parklands, Railton Road, Guildford, Surrey, GU2 9JX. 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 Assembly– March/April** (Not to be confused with the Annual Meeting – The Annual Assembly 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:

- Fairwood Helpers
- FLGCA (Fairlands Liddington Hall and Gravetts Lane Community Association)
- Flood Forum
- Surrey Association of Local Councils (SALC)
- WSVVA (Wood Street Village Association)
- Worplesdon Parish Charities
- Ad hoc representation on Guildford Borough Council initiatives

Councillors are reminded that their role at such meetings is to provide a report of the Council's activities to the meeting and 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 decisions on behalf of the Council at such meetings.**

Although the right of a minor authority to appoint a school governor has 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 officers)

## 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:

- Accessibility Policy
- Administration of the Play Areas
- Dealings Between Staff and Members of the Public
- Deployment of Speed Data Recorder
- Dignity at Work
- Emergency Plan
- Equality and Diversity
- Exercise of Pension Discretions Regulation 60 – Local Government Pension Scheme (LGPS)
- Fixed Asset Register
- Financial Reserves
- Freedom of the Parish
- General Information

- General Communications
- General Data Protection Regulations (Data Protection Act 2018)
- Grant Aid
- Health and Safety
- Hiring of Parish Open Spaces
- Internal Audit
- Investment Policy
- Land management - Greens and Other Parcels of Land
- Leave Policy
- Photographs for Publication/Circulation
- Pool Vehicle Policy
- Press/Media Protocol
- Retention of Documents
- Scheme of Delegation
- Section 17 of the Crime and Disorder Act 1998
- Snow Clearance
- Social Media
- Strategic Business Plan 2023-2028
- Statement of Intent – Community Engagement
- Statement of Intent – Training
- Terms of Reference - Various Committees
- Tree Policy
- 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
- Precept & explanatory note
- Risk Assessments
- Members/Officers 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. 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 2025