

COLWICH PARISH COUNCIL



POLICY MANUAL

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PD000 POLICY MANUAL



Colwich Parish Council
POLICY MANUAL

Doc. Code PD000

Version 02

Policy Manual – PD000

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Clerk	

This document version was reviewed by:

Policy Committee

This document version was approved by:

Full Council
Chairman of Council A. C. Billingsley

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1. Status and Membership of Colwich Parish Council

The Parish Council was first formed in 1894, but its present status is defined by the Local Government Act 1972. This defines the Parish Council as a local Authority (LGA 1972, s.270) and it is the first tier in the Local Government structure.

Councillor / e-mail	Telephone number	Ward
		Great Haywood
Cllr Annette Bloor annette.bloor@colwichparishcouncil.gov.uk	01889 881749	Great Haywood
Cllr Anne Clendon anne.clendon@colwichparishcouncil.gov.uk	01889 808214	Great Haywood
Cllr Andy Cooper andy.cooper@colwichparishcouncil.gov.uk	01889 881895	Great Haywood
Cllr Andy Dunn, Vice Chairman andy.dunn@colwichparishcouncil.gov.uk	01889 808154	Great Haywood
Cllr Jane Featonby jane.featonby@colwichparishcouncil.gov.uk	01889 882073	Little Haywood
Cllr Robert Fletcher robert.fletcher@colwichparishcouncil.gov.uk	01889 881370	Little Haywood
Cllr Sylvia Gibson sylvia.gibson@colwichparishcouncil.gov.uk	01889 882329	Little Haywood
Cllr Catherine Lyall cath.lyall@colwichparishcouncil.gov.uk	01889 881568	Little Haywood
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Cllr Amyas Stafford Northcote amyas.staffordnorthcote@colwichparishcouncil.gov.uk	01889 883985	Little Haywood
Cllr Wendy Wells wendy.wells@colwichparishcouncil.gov.uk	01889 881626	Little Haywood
Cllr Neil Whitfield neil.whitfield@colwichparishcouncil.gov.uk	01889 803191	Great Haywood
<i>Clerk, Proper Officer and Responsible Financial Officer</i> Revd Mr Michael Lennon, PSLCC clerk@colwichparishcouncil.gov.uk	01889 882665	-



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2. Aims, Objectives and Action Plan

- 2.1** Colwich Parish Council is an autonomous body consisting of fourteen elected Councillors, elected every four years, whose purpose is to run the Council in an objective and efficient manner to the benefit of the whole community, regardless of political views, ethnicity, creed, gender, sexual orientation or disability. The Council publishes an annual Business Statement detailing its action plan to enhance the quality of life within the parish by using its powers in an effective and efficient manner, working towards the policies detailed in the Colwich Neighbourhood Plan.
- 2.2** In order to increase the scope of its powers, the Council aims to become a Quality Council thereby accessing the power of Competence as detailed in the Localism Act 2011. To achieve this it is necessary for the Clerks and Councillors to be suitably qualified and for the Council to monitor and revise its Business Statement so as to further enhance the parish's quality of life.
- 2.3** In addition to the monthly Full Council meetings, the Council will operate the following Committees with specific targets:
- Employment
 - Environment and Leisure
 - Finance
 - Newsletter
 - Planning
 - Policy
 - Young People
- 2.4** The Council, at its meeting of 6th October 2016, resolved to establish a Youth Council so as to enhance its interaction with younger members of the parish. A group of up to 14 young people will be co-opted onto the Youth Council.



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3. Clerk to Colwich Parish Council

Overall Responsibilities

- 3.1** The Clerk to the Council will be the Proper Officer of the Council and as such is under a statutory duty to carry out all the functions, and in particular to serve or issue all the notifications required by law, of a local authority's Proper Officer.
- 3.2** The Clerk will be totally responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- 3.3** The Clerk is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Authority's activities and in particular to produce all the information required for making effective decisions and to implement constructively all decisions.
- 3.4** The Clerk will be accountable to the Council for the effective management of all its resources and will report to them as and when required.
- 3.5** The Clerk will be the Responsible Financial Officer, as designated under the Local Government Act 1972 s151 and any succeeding legislation, and, as such, will be responsible for all financial records of the Council and the careful administration of its finances.

Specific Responsibilities

- 3.6** To ensure that statutory and other provisions governing or affecting the running of the Council are observed.
- 3.7** To monitor and balance the Council's accounts and prepare records for audit purposes and VAT.
- 3.8** To ensure that the Council's obligations for Risk Assessment are properly met.
- 3.9** To prepare, in consultation with the appropriate Chairman, agendas for meetings of the Council and Committees. To attend and clerk such meetings and prepare minutes for approval, other than where such duties have been delegated to another Officer.
- 3.10** To receive correspondence and documents on behalf of the Council. To deal with the correspondence or documents or bring such items to the attention of the Council. To issue correspondence as a result of instructions of, or the known policy of, the Council.
- 3.11** To receive and report on invoices for goods and services to be paid for by the Council and to ensure such accounts are met. To issue invoices on behalf of the Council for goods and services and to ensure payment is received.
- 3.12** To study reports and other data on activities of the Council and on matters bearing on those activities. Where appropriate, to discuss such matters with administrators and specialists in particular fields and to produce reports for circulation and discussion by the Council.
- 3.13** To draw up both on his own initiative and as a result of suggestions by Councillors proposals for consideration by the Council and to advise on practicability and likely effects of specific courses of action.
- 3.14** To supervise any other members of staff as their line manager in keeping with the policies of the Council and to undertake all necessary activities in connection with the management of salaries, conditions of employment and work of other staff.



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- 3.15** To monitor the implemented policies of the Council to ensure they are achieving the desired result and where appropriate suggest modifications.
- 3.16** To act as the representative of the Council as required.
- 3.17** To issue notices and prepare agendas and minutes for the Parish Meeting: to attend the assemblies of the Parish Meeting and to implement the decisions made at the assemblies that are subsequently agreed by the Council.
- 3.18** To prepare, in consultation with the Chairman, press releases about the activities of, or decisions of, the Council.
- 3.19** To attend training courses or seminars on the work and role of the Clerk as required by the Council.
- 3.20** To work towards the achievement of the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Clerk to the Council. The Council will ensure adequate time and resources are provided for this purpose.
- 3.21** To continue to acquire the necessary professional knowledge and qualifications required for the efficient management of the affairs of the Council. The Council will ensure sufficient time and resources are provided for this purpose.
- 3.22** To obtain membership of your professional body The Society of Local Council Clerks. The Council will ensure sufficient funds are made available for this purpose. To attend the Conference of the National Association of Local Councils, Society of Local Council Clerks, and other relevant bodies, as a representative of the Council as required.
- 3.23** To be responsible for both the Website and Newsletter Editing/Publishing.

4. Annual Parish Meeting

- 4.1** The Annual Parish Meeting must be held once a year between 1st March and 1st June, inclusive, and will not start before 6pm as per the Local Government Act 1972 Sch 12, para 14(1) and (4)
- 4.2** The notice to convene the meeting will be signed by the Council Chairman, two Parish Councillors, if they have called the meeting, or six local government electors, if they have called the meeting. It must not be signed by the Clerk. LGA 1972 Sch 12 para 15(1)
- 4.3** A notice to announce the venue, date and time of the meeting can be displayed for several weeks in advance, although the stipulated time required to convene the meeting is ordinarily seven days. LGA 1972 Sch 12 para 15(2)
- 4.4** The Annual Parish Meeting is a meeting of all the local government electors within the Parish and is not a Parish Council meeting. Consequently, it cannot be considered as one of the four statutory meetings the Council must hold each year. Parish councillors who are also electors for the parish have the same rights to attend, vote and speak as any other elector.
- 4.5** All decisions of the Parish Meeting should be by a show of hands of the electors present. LGA 1972 Sch 12 para 18(1)-(6).
- 4.6** The Parish Council produces and tables its Annual Report at the Parish Meeting.



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5. Parish Council Meetings

- 5.1** The Council will hold its Annual Meeting in May, where the first item will be the election of the Chairman for the coming year, together with a further 10 meetings (no meeting in August) each year.
- 5.2** Time will be allocated before the start of each meeting for public participation.
- 5.3** Notices of the meetings will be publicly displayed on notice boards and the Council's website at least three clear days before each meeting as defined in Standing Order 1b.
- 5.4** 90% of draft minutes of the meetings will be published, on the Council's website, within two weeks of the meeting.
- 5.5** All Councillors are required to attend the Full Council meetings unless they have a valid reason for not attending which has been received and accepted by the Council.
- 5.6** The Council has resolved that at least half of the Council must be present for the meeting to go ahead.
- 5.7** Council Committees, mentioned above, consist of six Councillors, except for the Planning Committee which has eight Councillors, four from each of the two Wards. At least three of these Councillors, or a designated substitute, must be present for the meeting to go ahead.
- 5.8** If a member fails throughout six consecutive months to attend any meetings of the Council, as detailed in the local Government Act 1972 section 85 he ceases automatically to be a member of the Council. The period begins with the last meeting attended. In an Election year the period commences with the Annual Meeting.
- 5.9** If a member fails to attend three consecutive committee meetings of a Committee to which he is a member, he ceases to be a member of that Committee for the remainder of the Council year (May-April). The period begins with the last meeting attended.
- 5.10** The names of Members and Clerks present at a meeting must be recorded and this record will form part of the minutes of each meeting. If a member withdraws on the grounds of interest, his withdrawal will be recorded.

Planned Full Council meeting dates for the 2018-19 year Council year

3 rd May (Annual Meeting)	7 th June
5 th July	6 th September
4 th October	8 th November
20 th December	7 th February
7 th March	4 th April
16 th May (Annual Meeting).	

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6. Precept and Budget

Committees will make recommendations, if required, to the Finance Committee for its November meeting. The Committee will then consider the Budget and make a recommendation to the December Full Council meeting to pass a resolution on the level of precept for the following year.

The precept for 2018/19:

Precept	£185,349
Central Council Support Grant	£5,280
Concurrent Function	£3,298
TOTAL	£193,927
Tax Base	1,770.05
Band D Tax	£104.71

The budget summary for 2017/18 was:

Income

Precept	£171,656
Concurrent Function	£3,298
Local Council Support Grant	£5,280
Interest	£585
Other income	£3,347
TOTAL	£183,581

Expenditure

Salaries (inc' NI, PAYE& pension)	£83,033
Parish Maintenance	£5,603
Parish Centre	£2,188
Allotments	£1,391
Grants (s.137)	£2,634
Other Grants	£3,140
JPF	£2,141
Earmarked Reserves	£2,691
Other Administration	£16,344
TOTAL	£119,165



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7. General Council Policy Documents

Doc Ref	Title
PD000	Policy Manual
PD001	Standing Orders
PD002	Committees
PD003	Financial Regulations
PD004	Business Statement
PD005	Investments Policy
PD006	Code of Conduct for Councillors
PD007	Complaints Procedure
PD008	Publication Scheme (Freedom of Information)
PD009	Media Policy
PD010	Annual Report
PD011	Neighbourhood Plan
PD012	Small Grants Scheme
PD013	Training Policy
PD014	GDPR
PD015	Electronic Communications
PD016	CCTV

8. Staff Handbook

PD101	Annual Leave
PD102	Bereavement
PD103	Time off for Dependents
PD104	Drugs & Alcohol
PD105	Equal Opportunities
PD106	Equal Pay
PD107	Flexible Working
PD108	Gifts, Hospitality and Anti-Bribery
PD109	Employment Legislation Guidance
PD110	Parental Leave
PD111	Paternity Leave
PD112	Protocol between Councillors and Officers
PD113	Whistleblowing
PD114	Adoption Leave
PD115	Maternity Leave
PD116	Bullying and Harassment Policy
PD117	Disciplinary Procedure
PD118	Grievance Procedure
PD119	Sickness Policy



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9. Health and Safety Handbook

PD301	Health & Safety Policy
PD302	Display Screen Equipment
PD303	Manual Handling Policy
PD304	Lone Working

SIGNED

COUNCILLOR ADAM BILLINGSLEY,
PARISH COUNCIL CHAIRMAN