

COLWICH PARISH COUNCIL



PD001 POLICY MANUAL

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POLICY MANUAL

Policy Manual – PD001

Revision history

This document was originally written by:

| Name | Position | Date |
|----------------|-----------------|-------------|
| Michael Lennon | Chief Officer | |

This document version was reviewed by:

| | |
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| Policy Committee | June 2025 |
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This document version was approved by:

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|---------------------|-------------|
| Full Council | July 2025 |
| Chairman of Council | Wendy Plant |

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|---------------------------|-----------|
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Revision History

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| 1 | | PD000-01 | Initial Issue | NA |
| 2 | 09/2018 | PD000-02 | Annual revision | 1,5,6,7,8,9 |
| 3 | 12/2018 | PD000-03 | New Chairman | None |
| 4 | 12/2019 | PD000-04 | New Chairman and Council | All |
| 5 | 12/2021 | PD000-05 | Update Cllrs, meeting dates and accounts | All |
| 6 | 10/2022 | PD000-06 | Annual review | 1 |
| 7 | 12/2023 | PD000-07 | Annual review | 1,5,6,7 |
| 8 | 07/2024 | PD001-08 | Annual Review New Numbering System | All (not cleared) |
| 9 | 07/2025 | PD001-09 | Annual review | All |

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1. STATUS AND MEMBERSHIP OF COLWICH PARISH COUNCIL

- 1.1 Colwich Parish Council was first formed in 1894, with an inaugural meeting on Thursday 3rd January 1895. The Council's present status is defined by the Local Government Act 1972. This defines the 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 |
|---|------------------|----------------|
| Cllr Andy Dunn andy.dunn@colwichparishcouncil.gov.uk | 01889 808154 | Great Haywood |
| Cllr Beverly Forster beverly.forster@colwichparishcouncil.gov.uk | 07530 921061 | Great Haywood |
| Cllr Mark Forster bmark.forster@colwichparishcouncil.gov.uk | 07875 534596 | Great Haywood |
| Cllr Glen Hall Glen.hall@colwichparishcouncil.gov.uk | 07896 774160 | Great Haywood |
| Cllr Christine Hill Christine.hill@colwichparishcouncil.gov.uk | 01889 808194 | Great Haywood |
| Cllr Emily Meakin Emily.meakin@colwichparishcouncil.gov.uk | 07855 375076 | Great Haywood |
| Cllr John Mosley John.mosley@colwichparishcouncil.gov.uk | 01889 883440 | Great Haywood |
| Cllr Annette Bloor annette.bloor@colwichparishcouncil.gov.uk | 01889 881749 | Little Haywood |
| Cllr Ben Boyce Ben.boyce@colwichparishcouncil.gov.uk | 07545 327410 | Little Haywood |
| Cllr Steve Hardwick steve.hardwick@colwichparishcouncil.gov.uk | 07786 881852 | Little Haywood |
| Cllr Stuart Martin Stuart.martin@colwichparishcouncil.gov.uk | 01889 358774 | Little Haywood |
| Cllr Wendy Plant wendy.plant@colwichparishcouncil.gov.uk | 07800 909632 | Little Haywood |
| Cllr Ellie Upton-Loach Ellie.upton-loach@colwichparishcouncil.gov.uk | 07495 145175 | Little Haywood |
| Cllr Ben Walters ben.walters@colwichparishcouncil.gov.uk | 07791 027783 | Little Haywood |
| <i>Chief Officer, Proper Officer and Responsible Financial Officer</i> Revd Mr Michael Lennon, FSLCC clerk@colwichparishcouncil.gov.uk | 01889 882665 | - |

2. AIMS, OBJECTIVES AND ACTION PLAN

- 2.1** The 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** To increase the scope of its powers, the Council aims to become a Quality Council and to access the Power of Competence as detailed in the Localism Act 2011. To achieve this, it is necessary for the officials 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:
- Communications
 - Complaints
 - Employment
 - Environment
 - Events
 - Finance
 - Leisure
 - 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. The Youth Council is in abeyance currently.

3. CHIEF OFFICER TO COLWICH PARISH COUNCIL

Overall Responsibilities

- 3.1** The Chief Officer to the Council is 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 Chief Officer is responsible for ensuring that the instructions of the Council in connection with its function as a Local Authority are carried out.
- 3.3** The Chief Officer is expected to advise the Council on, and assist in the formation of, overall policies to be followed in respect of the Council's activities and to implement constructively all lawful decisions.
- 3.4** The Chief Officer will be accountable to the Council for the effective management of its resources and will report to them as and when required.
- 3.5** The Chief Officer 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 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 official.
- 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 in line with instructions, 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 their own initiative and/or following 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 other officials 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 officials.
- 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 Assembly. To implement the decisions made at the assembly 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 work towards and attain the status of Qualified Clerk as a minimum requirement for effectiveness in the position of Chief Officer to the Council. The Council will ensure adequate time and resources are provided for this purpose.
- 3.20** To attend training courses or seminars 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 (PD008).
- 3.21** To obtain and retain membership of The Society of Local Council Clerks. 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. The Council will ensure sufficient funds are made available for these purposes (PD008).

- 3.22** To be responsible for both the Website, Social Media accounts and Newsletter Editing/Publishing.

4. PARISH COUNCIL MEETINGS

- 4.1** 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 9 Full Council meetings (no meetings scheduled in August or January) each year.
- 4.2** Time will be allocated before the start of each meeting for public participation.
- 4.3** Notices of the meetings will be publicly displayed at least three clear days before each meeting as defined in Standing Order 1.2 (PD006).
- 4.4** 90% of draft minutes of the meetings will be published, on the Council's website, within two weeks of the meeting.
- 4.5** 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.
- 4.6** The Council has resolved that at least one-third of the Council, rounded up to 5, must be present for the meeting to be quorate.
- 4.7** Council Committees, mentioned above, consist of either four or six Councillors. The Planning Committee will consist of three Councillors from each of the two Wards. At least three of these Councillors, or a designated substitute, must be present for the meeting to be quorate. Councillors, who are unable to attend a Committee meeting, are responsible for arranging a substitute and informing the Chief Officer, in reasonable time.
- 4.8** If a Councillor fails throughout six consecutive months to attend any meetings of the Council, as detailed in the Local Government Act 1972 section 85 they cease 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.
- 4.9** If a Councillor fails to attend two consecutive committee meetings of a Committee to which they are a member, their membership of that Committee is to be considered at the next Full Council meeting. The period begins with the last meeting attended.
- 4.10** The names of Councillors and officials 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, their withdrawal will be recorded.

Planned Full Council meeting dates for the 2025/26 Council year:

| | |
|--------------------------------------|-------------------------------|
| 1 st May (Annual meeting) | 5 th June |
| 3 rd July | 4 th September |
| 2 nd October | 6 th November |
| 18 th December | 5 th February 2026 |
| 5 th March | 2 nd April |

5. Precept and Budget

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

The budget for 2025/26:

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|-----------------------------|--------------------|
| Precept | £241,166.25 |
| Local Council Support Grant | £10,410.98 |
| Reserves | £38,798 |
| TOTAL | £290,375.23 |
| Tax Base | 1890.59 |
| Band D Tax | <u>£127.56</u> |

The budget summary for 2024/25 (unaudited) was:

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|-----------------------------|--------------------|
| Income | |
| Precept | £214,849.87 |
| Local Council Support Grant | £7,984.02 |
| Other income | £20,946.98 |
| TOTAL | £243,780.87 |

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| Expenditure | |
| Staffing (inc' NI, PAYE & pension) | £209,728 |
| Community Engagement | £2,261 |
| Parish Maintenance | £13,102 |
| Parish Centre | £8,722 |
| Allotments | £1,710 |
| Grants (s.137) | £500 |
| Footpaths | £1,500 |
| JPF | £3,929 |
| Events | £13,519 |
| Green Infrastructure | £2,227 |
| Other Administration | £19,090 |
| Platinum Garden of Remembrance | £930 |
| Leisure | £9,058 |
| TOTAL | £286,276 |

6. Administration Policy Documents

| Doc Ref | Title |
|---------|---|
| PD001 | Policy Manual |
| PD002 | Committees |
| PD003 | Safeguarding |
| PD004 | General Data Protection Regulations |
| PD006 | Standing Orders |
| PD007 | Risk Management |
| PD008 | Training |
| PD009 | Small Grants |
| PD010 | High Consequence Infectious Diseases |
| PD011 | Aims & Values |
| PD012 | Code of Conduct for Councillors |
| PD013 | Electronic Communications |
| PD016 | Gifts, Hospitality and Anti-Bribery |
| PD017 | Protocol between Councillors and Officers |
| PD018 | Whistleblower |
| PD019 | Dignity & Respect |
| PD020 | Anti-Sexual Harassment |
| PD021 | Financial Regulations |
| PD022 | Business Statement |
| PD023 | Investment |
| PD026 | Publication Scheme |
| PD027 | Media |
| PD031 | CCTV |
| PD036 | Green Infrastructure Plan |
| PD041 | Complaints Procedure |
| PD042 | Vexatious Communications |

7. Staff Handbook

| | |
|-------|----------------------|
| PD101 | Annual Leave |
| PD102 | Equal Opportunities |
| PD103 | Equal Pay |
| PD104 | Sickness |
| PD105 | Travel & Subsistence |
| PD106 | Staff Appraisal |
| PD107 | Staff Capability |
| PD108 | Pay Policy |
| PD109 | Pension Discretions |
| PD111 | Maternity Leave |

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| PD112 | Paternity Leave |
| PD113 | Adoption Leave |
| PD114 | Parental Leave |
| PD115 | Dependents Leave |
| PD116 | Bereavement |
| PD117 | Menopause |
| PD118 | Flexible Working |
| PD121 | Employment Legislation Guide |
| PD122 | Drugs & Alcohol |
| PD123 | Bullying & Harassment |
| PD124 | Disciplinary |
| PD125 | Grievance |
| PD126 | Scheme of Delegation |

8. Health and Safety Handbook

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

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| SIGNED | |
| COUNCILLOR WENDY PLANT, PARISH COUNCIL CHAIRMAN | |