

WORPLESDON PARISH COUNCIL

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 villages of Fairlands, Jacobs Well, Worplesdon (incorporating the areas of Pitch Place, Perry Hill, Worplesdon St. Mary & Rickford Hill) and Wood Street Village (incorporating Broadacres).
- The Parish is divided into four wards 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 2011). A list of newly appointed councillors is appended.
- The number of electors in the Parish (as shown on the electoral roll) is 6,486 split as follows:-
 - Broadacres 1,292
 - Wood St. Village 1,316
 - Fairlands 1,874
 - Perry Hill 1,074
 - Jacobs Well 930
- The estimated population is approximately 8,300.

The Role and Responsibilities of Worplesdon Parish Council

- Exercises many statutory functions and acts on lawful decisions.
- Is a statutory 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.

Employee and Contractors

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

The Clerk is employed on a part time basis (34 hours per week) and works flexible hours from her home.

The Council engages two regular contractors:-

- Kings Landscapes – contracted to carry out grass cutting of Council maintained areas (grass verges, Jacobs Well Recreation Ground and the Village Greens)
- E J Services Ltd – contracted to undertake weekly inspections of the Council’s play areas and to undertake maintenance work as required.

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 gaynor.white@btconnect.com. 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.

Meetings

Full council meetings are held ten times each year and are held in the Council Chambers, Worplesdon Memorial Hall. A full schedule of meetings is displayed on all 6 Parish notice boards, is publicized 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 Meeting – May** (A Parish Council must hold an Annual Meeting at which the Chairman, Vice-Chairman and committee members are appointed)
- **Annual Parish Meeting – March/April** (Not to be confused with the Annual Meeting – this is a meeting of the electors of the Parish)

Committees and Representatives on outside bodies and organisations to which the Parish Council subscribe

The following committees are currently in operation:

- General Purposes & Finance Committee
- Health, Safety and Welfare Committee
- Planning Committee
- Traffic Committee

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

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| • Stoke Hospital | Mrs J Cross |
| • Worplesdon Parish Charities | Mr R Pomphrey |
| • Fairwood Helpers | Mrs S Morgan |
| • FLGCA | Mr A Dillon |
| ▪ JWRA | Vacant – New representative to be appointed |
| • JWVH | Mr D Slaymaker |
| • WSV A | Mr R McShee |
| • PHWRA | Mr T Cater |

- Worplesdon Memorial Trustees Mr T Cater, Mrs S Morgan & Mr H Pickup.
- 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 them to make decision on behalf of the Council at such meetings.

The Council has, in the past, elected one Councillor as a school governor to each of the following schools: Worplesdon Primary School and Wood Street Infant School. Although the right of a minor authority to appoint a school governor has now been abolished the Parish Council will continue to maintain close contact with the schools serving the area.

Organisations to which the Parish Council subscribes:

- National Association of Local Councils (NALC)
- Surrey County Association of Parish and Town Councils (SCAPTC)
- Society of Local Council Clerks (SLCC - On behalf of the Clerk)
- Surrey Wildlife Trust (SWT)
- Campaign to Protect Rural England (CPRE)
- Open Spaces Society (OSS)

Health and Safety Policy

The Council's Health and Safety Policy can be inspected at the Council Chambers, by appointment.

Council Policies

Worplesdon Parish Council has adopted policies relating to the Data Protection Act 1988, Race Relations (Amendment Act) 2000, Freedom of Information Act 2000 and Section 17 of the Crime and Disorder Act 1988.

- Council specific policies:
 - Stress policy
 - Internal Audit
 - Planning Applications
 - Grant Aid
 - Maintenance/inspections of the play areas
 - Hiring of the Village Greens
 - Equal Opportunity in Employment

Procedures of the Council

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

- Standing Orders
- Financial Regulations
- Complaints procedure

- Disciplinary procedure
- Grievance procedure
- Risk assessments

Assets and Responsibilities

The Council owns Jacobs Well Recreation Ground and Worplesdon Memorial Ground and leases several other areas of land from the County Council. An asset register is maintained.

Land leased from SCC:

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