

Clerk to the Council
Tel: 01452 713528
**www.churchdown-
pc.gov.uk**



Council Offices
Parton Road
Churchdown
Gloucester
GL3 2JH

The Model Publication Scheme has been adopted by Churchdown Parish Council.

This is a Central Government Directive according to the Freedom of Information Act.

It explains what the Council do and how it is accountable.

A full copy of this document is available at the Council Offices for anyone to view.

Information available from Churchdown Parish Council under the Model Publication Scheme 2019

Note: The Scheme relates to the Freedom of Information Act 2000 (section 20) and emphasises the importance of positively informing the public on the activities of local Councils

Who we are and what we do?

The Council

Churchdown Parish Council, as a local council, is a local government body established by statute. Councillors are elected by residents of the Parish (i.e. the civil Parish, total population approximately 11,000) and serve a term of 4 years.

The Council has Offices on Parton Road which are open to the public.

It provides a variety of facilities and services to the public, including parks and play areas, allotment sites, Burial Ground, and street furniture such as bus shelters.

Its' other responsibilities include responding to consultations (including planning), supporting the Neighbourhood Plan process, administration of a taxi voucher scheme for those unable to access public transport, providing and promoting activities for children and young people, and community events. The Council has a legal duty to take into account the effect on crime and disorder of its decisions.

Parish and town councils have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area, under - Section 17 of the Crime and Disorder Act 1998.

The Council works in partnership with many other local organisations.

Who's who on the Council and its Committees

There are 20 Members on the Council. The Chair of Council is Cllr Lt. Col Barton- Ancliffe.

The Full Council meets on the second Tuesday of each month. There are monthly meetings of the Amenities, Finance and Administration, and Highways Committees. The Burial Committee, which is a joint committee with Innsworth Parish Council, meets twice a year.

We could add the names of the Chairmen of relevant Committees

Contact details for Parish Clerk and Council Members

The Clerk to the Council is Miss Geraldine Connor who is available at the Council Offices, Parton Road, Churchdown GL3 2JH. Tel: 01452 713528 and Twitter @Churchdown PC. The Offices are open to the public from 9.15 am until 1pm. Information regarding Council Members, including contact details, is available from the Clerk.

Location of the Council Offices

The Council Offices are located as stated above. There is a large car park for use of visitors to the Parish Council facilities. There is disabled access to the Offices. There are public toilets including a disabled toilet.

Staffing Structure

Office staff consist at present of the Clerk, Assistant Clerk and Administration Assistant.

What we spend and how we spend it

The Council Precept (i.e. the amount which the Council requires from Council tax in order to fund its activities) for the year 2019-2020 is £ 234030. [Highways Committee £ 29876; Amenities Committee £40563; Finance & Administration Committee £163591]. The full statement of income and expenditure is available at the Office. Total income per year is £300.000 approximately and the Council is therefore subject to the Intermediate Audit regime by an External Auditor. A full audit report is available at the Office.

Grants are given to charities and local groups once per year.

The Chairman's allowance is £250 per year. No allowances are paid to other Members.

What our priorities are and how we are doing

The Council is supporting the development of a Neighbourhood Plan which will be used to shape the development of the community.

The Councils plan and priorities for the coming Financial Year 2019 -2020 are set out in the Parish Council Action Plan . **Please visit our website : www.churchdown-pc.gov.uk /documents / Action Plan 2019 – 2020.**

Minutes from all meetings, including Annual Parish Meetings are available at the Office, Churchdown Library and on the Council website.

Add a copy of Report to Annual Parish Meeting, Copy of responses to Consultation Papers, Policy Statements if issued

How we make decisions

All decisions are made at meetings of the Council which are open to the public. Minutes for all these meetings are available upon request and on our visit our website : www.churchdown-pc.gov.uk /documents /minutes.

Monthly schedules of meetings are posted on the Parish Noticeboards at the beginning of the month.

Annual calendars are posted on-line.

Responses to consultations and planning applications are minuted as above. Documents are available for viewing at the office. Byelaws are available at the Office for inspection.

Our policies and procedures

Policies and procedures for the conduct of Council business are held at the Office, together with the Council's Standing Orders, Financial Regulations and Code of Conduct to inspect and on our website www.churchdown-pc.gov.uk/documents/Standing Orders - /Financial Regulations.

The Council is an Equal Opportunity Employer. Advertisements for recruitment are posted on the parish noticeboards and advertised in the local press. The Council has the following policies which are available for Members of the public to inspect:- Health and Safety, Risk Management, Equalities, Use of CCTV, Media and Environment. The Council has an Information Security Policy, which by its nature is confidential to the Council Members and staff. The Council has a policy of reserving the right to charge for information provided pursuant to Freedom of Information Act requests.

The Council has policies on archiving of records according to national guidelines.

Insert link to Annual Governance and Accountability Statement, Audit Commission Act 1998 and Accounts and Audit (England)Regulations 2011/817 and the requirements of the Transparency code for smaller authorities.

Lists and Registers

The Electoral Register is available for residents to view, accompanied by a member of staff. (Please note photocopies of this are not available). An Assets Register is available at the Office. Registers of Members interests and gifts and hospitality are kept at the Office.

The Services we offer

Information on services, parks and play areas, bus shelters and seats, allotments and the burial ground (including fees) is available on our website and at the office, as well as information on local groups and activities. There is also a section in the Churchdown Magazine reporting on events and news in the Parish.

Please feel free to telephone, email or come into the Office if you have any queries.

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Please note that there may be a charge for photocopying documents