

## **Guide to Information**

### **Who we are and what we do...**

We are Weaverham Parish Council, your local authority acting within the Weaverham Parish Boundaries.

Established in 1895 we are one of the longest serving Parish Council's in the area.

Our Councillors/Members are elected by members the public to represent and serve the community. All current Members, and staff, are residents of the Parish. We understand the community's needs and work to ensure those needs are met by the relevant bodies; Cheshire West & Chester Council and also the Police & Fire Authorities.

We are the personally accessible authority, offering service, advice and assistance with matters within the Parish.

We are responsible for the management and maintenance of all Parish/Community owned land, this includes Russet Road Play Park and its equipment, Lake House Field (a registered Village Green), Weaverham Community Swimming Pool (management of this is contracted out and monitored by the Parish Council), land upon which the Community Centre and Multi-Use Games Area stand, the Plantation (Owley Wood) and The Barrymore Institute (leased on a long term basis to the Barrymore Fitness Centre).

Additional powers of the Council are:

- \* The maintenance of a village green or other common space or pasture
- \* The maintenance and protection of war memorials
- \* The provision of allotments, including the duty to provide allotments if demanded by the parishioners
- \* The acquisition, provision and maintenance of cemeteries and the maintenance of closed churchyards
- \* The provision of bus shelters, public clocks, buildings for public meetings, community centres and facilities for sports, recreational and social events
- \* The provision and maintenance of street lighting, roadside verges (including tree planting) litter bins, car parks, public conveniences, public seating, and some traffic signs
- \* The maintenance of rights of way, ponds, ditches, public footpaths and bridle-ways
- \* The right to be notified of planning applications
- \* The passing of bye-laws in relation to open spaces, cemeteries, cycle parking and pleasure grounds
- \* The provision of public entertainment and support for the arts

The Parish Office is situated at the Weaverham Community Centre, Russet Road, Weaverham, CW8 3HY.

The Parish Clerk, Jim Stockton, is contactable on 01606 854451, or by email:  
[weaverhamparishcouncil@btopenworld.com](mailto:weaverhamparishcouncil@btopenworld.com) OR [clerk@weaverhampc.co.uk](mailto:clerk@weaverhampc.co.uk)

The Parish Clerk's working hours are 9.00am to 3.00pm, Monday, Tuesday and Thursday.

### **What we spend and how we spend it...**

The Council obtains a Precept from Cheshire West & Chester Council to meet the budgetary requirements. Each Council Tax payer in the Parish is contributing to this Precept. The Council retrieves some of the community's contribution to ensure the community sees the benefit of it.

Each January the Council sets the budget for the year ahead. The initial draft is put before the Finance & Personnel Committee and then the Environment & Youth Committee. Once both committees are satisfied with its content the Final Draft Budget is presented to the full Council at their January meeting. The budget is calculated using known costs and estimates based on previous year's actual figures and also any anticipated projects resulting in non-routine expenditure or capital expenditure.

There are in place Financial Regulations which govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council.

The Clerk produces monthly management accounts, including full details of income and expenditure. These are presented to and approved by the Council bimonthly.

### **What our priorities are and how we are doing...**

The Council's first priority is the health, safety and well-being of the community. Wherever action is required to ensure these the Council will put on hold any other matter requiring attention.

All other matters are dealt with according to the Standing Orders of the Council. Agendas detail the matters to be transacted. Minutes record the recommendations and decisions taken.

Where necessary projects will be reviewed, performance/progress assessed and reports issued.

### **How we make decisions...**

In accordance with Standing Orders and Financial Regulations the Council will first approach a topic at a Committee meeting where a recommendation will be made based on the information available. The recommendation is forwarded to the Full Parish Council meeting where a decision may be taken unless further detail is required.

Where appropriate a vote will be taken and recorded.

### **Our policies and procedures...**

Every action of the Council is governed by the Standing Orders, Financial Regulations, Code of Conduct and Standards Board.

### **Publication Scheme:**

Almost every document to pass through the Council is available for public inspection, including:

Standing Orders  
Financial Regulations  
Agendas & Minutes  
Code of Conduct  
Register of Members Interests  
Standards Board Regulations  
Financial Reports (Managements Accounts)  
Budgets  
Asset Register  
Annual Return  
Auditor's Reports  
Precept Request  
VAT Records  
Grievance Procedures  
Floral Tribute Policy  
Freedom of Information Policy  
Donations Policy  
Reviews/Progress Reports  
Terms & Conditions of Employed Staff  
Planning Applications, and also the Council's submitted recommendations  
Model Publication Scheme  
Guide to Information

Meeting dates and notices of Right to Inspect Annual Return's will be posted in the notice boards situated at Lime Avenue (next to the Post Office) and Northwich Road's shopping parade (between Cooper's Hair Salon and Tesco) and also on the Council's web site-see below.

All other documents listed above are available to view in the Parish Office as detailed above and some also in the library on Russet Road. Some details may also be found on the website, [www.weaverhampc.co.uk](http://www.weaverhampc.co.uk).

The Council will provide information covered by this Guide free of charge for the first hour it takes the Clerk to supply, thereafter you will be charged at the Clerk's hourly rate of pay.