



Parish Clerk: Mrs D. Jacob
5 Crocklands
Greenstead Green
Halstead
Essex
CO9 1QY
Tel: 07508787869
parishclerk@wakescolne.org

Wakes Colne Parish Council

www.wakescolne.org

YOUR PARISH COUNCIL WORKING FOR YOUR PARISH

Wakes Colne Parish Council – performance of the Council as a Corporate Body and of each member and councillor to achieve its business plan.

Wakes Colne Parish Council is a small Parish Council: it has 7 Councillors and 1 Parish Clerk & Responsible Financial Officer contracted to work 10 hours per week. It has a Personnel Committee. Costs are monitored each month at Parish Council meetings.

Parish Council members are elected by the community on a 4-yearly cycle. Councillors bring a variety of experience and skills to the council. Including knowledge of the village, practical skills, working with Government bodies and local authorities, working with children and youths.

Business Plan and Annual Action Plan

The Parish Council has a 4-year Business Plan which is reviewed annually to identify activities for the current year. It will be updated with the formation of the new Parish Council after the 2019 elections. There is also an annual action plan which is updated on an annual cycle. The action plan links into the strategic objectives of the business plan. This is also used as part of the budget setting process for the next financial year. The business and annual plan are developed through discussion with councillor's aspirations and identified projects for the community. The business plan and annual action plan are discussed at a Parish Council meeting and adopted either annually (action plan) or four yearly cycle (business plan). A draft action plan is developed, discussed at a Parish Council meeting and adopted each year.

There is an annual appraisal system for the clerk which identifies training requirement. The Chairman of the Personnel Committee completes the clerk's appraisal. Training is given to new staff and councillors. There is a training policy in place and there is a training budget for both staff and councillors. An induction process is given to new councillors by the clerk and they also have the opportunity to attend courses run by the Essex Association of Local Councils. The current Wakes Colne Parish Council chairman has, within the last year, obtained their gavel by attending the Chairmanship Training at the EALC. The Parish Council invite Officers from Colchester Borough Council to provide training for councillors on issues/procedures, and members have attended sessions on code of conduct, register of interests, S106 funding, planning and the local plan.

The Clerk is employed under the terms jointly negotiated with NALC. The Clerk continually updates her training as required and maintains obtaining 12 CPD points a year as part of

her appraisal. The clerk gives guidance to councillors at meetings. Members have also attend training at Colchester Borough Council.

Communicating and liaising with the parishioners is a high priority for the Parish Council. Parishioners are encouraged to contact parish councillors on issue that affects them and their local community.

Communication routes are via: -

- Website
- E-mail
- Telephone
- Two Village Noticeboards
- The Village Reporter
- Notices placed in the village shop
- Annual Parish Assembly
- Annual Report sent to each household highlighting the achievements of the Parish Council
- Monthly Parish Council Meetings
- Informal meeting with Councillors when they are out and about in the Parish

Re-Adopted

Date 8th May 2019

Minute reference 19/092 J

SignedChairman

Review Date: May 2020