



Cranleigh Parish Council

General Information for Councillors

You will find a great deal of information about Cranleigh Parish Council and councils in general on the Cranleigh Parish Council website www.cranleighpc.org.

The information listed below is general information and a guide of where to find it. More specific information relevant to Cranleigh Parish Council members is included in a 'Members Information Guidance' which has been issued to all Councillors. The Parish Council also has 'Officer Guidance' which contains relevant information for staff.

There are a wealth of other websites and publications available. Please let the Clerk know if you find any more useful reference materials which could be included.

	Publication	Where to find it.
1.	<p>Become a Local Councillor.</p> <p>You will find a great deal of information relating to being a councillor on various websites.</p> <p>Surrey and Sussex Association of Local Councils (SALC) Their website gives a large amount of information for Councils in general and in the Surrey and Sussex area. Cranleigh is a member of SALC</p> <p>Local Government Association A dedicated website 'Be a Councillor' includes information about all aspects of being a Councillor including downloadable publications although it has a bias towards being a Councillor on a County, Borough or District Council.</p> <p>National Association of Local Councils</p>	<p>http://www.susexalc.org.uk</p> <p>http://www.beacouncillor.org.uk</p> <p>http://www.nalc.gov.uk</p>

	<p>There is lots of information about Councils and being a Councillor on this website.</p> <p>Electoral Commission This website is dedicated to the democratic process.</p> <p>Society of Local Council Clerks (SLCC) The SLCC is the professional body for Council Clerks. This website has lots of information about Town and Parish Councils</p> <p>Parliament This website gives some idea of how parliament works and how it relates to local people.</p>	<p>http://www.electoralcommission.org.uk/</p> <p>http://www.slcc.co.uk/</p> <p>http://www.parliament.uk/about/how/</p>
	<p>Surrey and Sussex Association of Local Councils issued a pack which contains:-</p> <p>Local Councils 'What do they do?</p> <p>All about Local Councils (published by NALC)</p> <p>Being a Local Councillor – What's it all about?</p> <p>The Ten General Principles of Public Life</p> <p>The Good Councillor's Guide 4th edition.(published by the NTS)</p>	<p>Parish Council Office</p> <p>http://www.nalc.gov.uk</p> <p>Parish Council Office</p> <p>CPC Website:- Information</p> <p>CPC Website:- Information</p>
2.	<p>Roles</p> <p>The roles of the Council, Clerk, Councillors and Chairman can be found on the Parish Council website. Additional information can be found :-</p> <p>On the role of the Clerk</p> <p>On the role of the councillors</p>	<p>CPC Website:- Information</p> <p>http://www.slcc.co.uk/content/what-is-a-clerk/430/</p> <p>Parish Council Office. The Councillor 13th edition – Paul Clayden</p>
3.	<p>Operational rules</p> <p>Parish Council are governed by Standing Orders, Financial</p>	<p>CPC Website:- Policies and Other Documents /</p>

	<p>Regulations and policies.</p> <p>Governance and Accountability in Local Councils in England and Wales. A Practitioner's Guide 2014</p>	<p>Finance</p> <p>http://www.slcc.co.uk/bookstore/details/governance-and-accountability-england-practitioners-guide/43/</p>
4.	<p>Employment</p> <p>Being a good employer – A guide for parish and town Councillors.</p>	<p>http://www.nalc.gov.uk/library/publications/802-good-employers-guide/file</p>
5.	<p>Planning</p> <p>CPRE in partnership with NALC have published a series of booklets on planning that can be downloaded</p> <p>Planning Explained</p> <p>How to shape where you live :- a guide to Neighbourhood Planning</p>	<p>CPC Website:- Information</p> <p>CPC Website:- Information</p>
6.	<p>Powers</p> <p>Cranleigh holds the Power of General Competence which means that it can do anything that an individual can legally do. Councils without the Power of General Competence rely on the powers listed in the Good Councillor's Guide (Page 58)</p>	<p>https://www.gov.uk/government/publications/general-power-of-competence-impact-assessment</p>
7.	<p>Local Council Award</p> <p>This scheme replaced the Quality Council scheme in 2014 and has three tiers of award, the Foundation Level, Gold level and Quality Gold.</p>	<p>CPC Website:- Home page</p>
8.	<p>Legal Advice</p> <p>NALC and SALC have legal advice notes for their member councils. Members of the Parish Council will be given details of how to access the NALC and SALC websites.</p>	<p>http://www.nalc.gov.uk</p> <p>http://www.susexalc.org.uk</p> <p>Parish Clerk.</p>
9.	<p>Health and Safety</p> <p>Advice on Health and Safety is available from several websites and the Parish Council holds a series of Health and Safety books published by the Health and Safety Executive. Cranleigh Parish Council has a series</p>	<p>http://www.hse.gov.uk/</p> <p>Parish Clerk.</p>

	of documentation relating to Health and Safety including risk assessments, inspections COSHH information and safe working systems	
10.	Twinning Cranleigh is twinned with Vallendar in Germany and Semur en Auxois in France.	Contact details are on the Cranleigh Village website http://www.cranleighvillage.net
11.	Finance Financial regulations SLCC publication How we deal with money	CPC website – Finance COC website – Information
12.	Archived documents Archived documents are held at the Surrey History centre in Woking. A list of Cranleigh's documents is on the Parish Council website.	CPC Website:- Archives
<p>Publications held at the Parish Council Office</p> <p>The Councillor (13th edition) - Paul Clayden The Essential Clerk – SLCC A practical Guide to Local Council Administration – WH Ousby and BG Wright The Law of Parks and recreation Grounds – Roddis The Law of Local Councils – John Prophet Accounting Guidance Notes for Local Councils - CIPFA Making assets work – the Quirk Review of community management and ownership of public assets Organisational Structures for Rural Social Enterprises Parish Government 1894 – 1994 – KP Poole and Bryan Keith Lucas Knowles an Local Authority Meetings – Seventh edition Local Council Administration (9th edition) - Charles Arnold Baker The Law of Allotments – Paul Clayden Cranleigh Life and Times – U3A Cranleigh's Role of Honour 1914 – 1918; 1939 – 1945 – Peter Wilkins and Ian Stedman (Cranleigh 1997) Civic Ceremonial – Paul Millward The Sussex Traveller Women's Health Project Recipe Book Surrey Uncovered Community Foundation for Surrey The Wey South Path A Guide for Improving your Local Environment Modelling Devolution – NALC From field to fork: Haslemere – Mapping the local food web Surrey County Council – Countryside Access Guide for Surrey Semur en Auxois – various Waverley Borough Council Local Plan 2002 Waverley Borough Council – Common Standards – Cranleigh Common Litter and the Law – a guide for the public.</p> <p>Updated 26th June 2015</p>		

