



Cranleigh Parish Council

CRANLEIGH PARISH COUNCIL



MEMBER'S GUIDANCE

The purpose of the Member's Guidance is to direct Councillors to policies and protocols that govern the running of the Council.

To reduce paper and to keep information current, as much information as possible will be displayed on the Parish Council website. Below is a list of information and where it can be found. Items highlighted in blue can be found on the Parish Council website -

www.cranleighpc.org. To run parallel with the Member's Guidance is a similar publication for Officers (staff).

A hard copy of all information will be kept at the Parish Council Office for reference and it is available to view as required. Should members like hard copies please let the Clerk know.

Staff - Contract of employment

All employees of Cranleigh Parish Council have contracts based on the National Association of Local Councils (NALC) model agreement. A copy of this can be found on the Surrey Association of Local Councils website <http://www.sussexalc.org.uk>. The log on details for this website and the NALC website are at the end of this guidance. Any small variations on the contract have been agreed by the Council to reflect local requirements.

Pay and conditions of service for Parish Council employees are found in ‘the Green Book’, a copy of which can be found at:- <https://www.atl.org.uk/Images/Green%20book.pdf>. The document is dated 2005, subsequent amendments have been included in the document, but a new one hasn’t been published. A copy of ‘The Green Book’ is available at the Parish Council Office.

Risk assessments

Risk assessments are undertaken annually and a copy is available in the Parish Council Office.

ALL DOCUMENTS

	Title	Last review date	Reviewer	Location
1.	General Information about Councils, a list of useful website addresses and a list of publications held by Cranleigh Parish Council.	March 2015	Clerk	CPC Website – Information A copy has been enclosed with the introduction letter.
2.	Parish Council assets	March 2015	Clerk	The full asset register is available in the Parish Council Office. There is a list of facilities on the CPC Website – Facilities and a list of assets contained in the Statement of Accounts found on the CPC Website – Finance.
3.	Parish Council Members	March 2015	Clerk	CPC Website - Councillors
4.	Committee Membership	August 2015.	Full Council	CPC Website - Councillors
5.	Appointment to outside bodies.	August 2015.	Full Council	CPC Website – Councillors

6.	Business Plan including Vision Statement	December 2014.	Full Council	CPC Website - Finance
7.	Calendar of Parish Council Meetings.	May 2015.	Full Council	CPC Website - Calendar of Meetings
8.	Standing Orders including Committee terms of reference	October 2014.	Full Council	CPC Website - Policies and other documents. HARD COPY ISSUED IN BINDER.
9.	Roles and responsibilities	March 2015	Clerk	CPC Website - Information
10.	Cranleigh Parish Council Member's Code of Conduct	January 2014.	Full Council	CPC Website - Complaints and Code of Conduct. HARD COPY ISSUED IN BINDER.
11.	Declarations of Interest	May 2015.	Clerk	CPC Website - Complaints and Code of Conduct
12.	Code of Conduct for Parish Council Staff	January 2014.	Full Council	Under Review
13.	Budget and precept calculations	December 2014	Full Council	CPC Website - Finance
14.	Emergency Plan	May 2015.	Full Council	CPC Website - Emergency Plan
15.	Planning: Cranleigh Design Statement	April 2008	Voluntary Group	CPC Website - Design Statement
16.	Planning – Residential Extensions Supplementary Planning Document	October 2010	Waverley Borough Council	CPC Website - Information
17.	Power of General Competence/ powers.	May 2015	Full Council	CPC Website – General
18.	Local Council Award - Foundation level	January 2015	Full Council	CPC Website - Home
19.	Specifications of maintenance for	March 2010	Full Council	Paper copy available

	Snoxhall Pavilion, Snoxhall Fields and Snoxhall Play Park			
20.	Council Staffing Structure	May 2015	Clerk	CPC Website – Contact us.

POLICIES The policies below can be found on the CPC Website – ‘Policies and other documents’, except where indicated otherwise Policies highlighted in green are under review are not published on the Parish Council website		Reviewer	Last reviewed	Next review by:-
1.	ALLOTMENT GARDEN AGREEMENT(CPC Website – Allotments)	Full Council	March 2010	October 2015
2.	ALLOTMENT GUIDANCE	Full Council	November 2015	November 2017
3.	ASBESTOS HANDLING POLICY	Full Council	October 2014	October 2016
4.	CEMETERY RULES AND REGULATIONS (CPC Website – Cemetery)	Cemetery Committee	November 2015	November 2016
5.	CERTIFYING DOCUMENTS POLICY	Full Council	November 2015	November 2016
6.	CHILD PROTECTION AND VULNERABLE PERSONS POLICY	Full Council	October 2014	October 2016
7.	COAT OF ARMS POLICY	Full Council	November 2015	November 2017
8.	CODE OF CONDUCT – GUIDE FOR CPC OFFICERS	Full Council	May 2015	April 2017
9.	COMMUNITY ENGAGEMENT – STATEMENT OF INTENT	Full Council	November 2014	November 2016
10.	COMPLAINTS PROCEDURE	Full Council	May 2015	April 2017

11.	COMPLAINTS POLICY - HABITUAL OR VEXATIOUS	Full Council	May 2015	April 2017
12.	CORRESPONDENCE POLICY	Full Council	November 2014	November 2016
13.	DATA PROTECTION POLICY	Full Council	July 2015	July 2017
14.	DIGNITY & RESPECT AT WORK POLICY	Full Council	November 2015	November 2017
15.	DISCUSSION WITH DEVELOPERS (POLICY FOR)	Full Council	November 2015	November 2017
16.	DISMISSAL, DISCIPLINARY & GRIEVANCE PROCEDURE	Full Council	March 2012	September 2015
17.	DOCUMENT CONTROL POLICY	Full Council	Under review	
18.	EQUALITY POLICY	Full Council	April 2015	April 2017
19.	FAIR TRADE POLICY	Full Council	November 2014	November 2016
20.	FINANCIAL REGULATIONS (CPC Website – Finance) HARD COPY ISSUED IN BINDER.	Full Council	June 2014	September 2015
21.	FINANCIAL POLICIES	Finance Committee	October 2015	October 2017
22.	FIRE SAFETY PRECAUTIONS AND FIRE EVACUATION PROCEDURE	Full Council	September 2014	September 2015
23.	FIRST AID POLICY	Full Council	September 2014.	September 2015
24.	FLAG FLYING POLICY	Full Council	December 2014	October 2016
25.	GRANTS AND DONATIONS POLICY	Finance Committee	October 2015	October 2016
26.	HANDLING AGGRESSION AT WORK	Full Council	September 2008	September 2015
27.	HEALTH AND SAFETY POLICY STATEMENT	Full Council	October 2015	October 2016
28.	HANDLING CRB DISCLOSURE INFORMATION	Full Council	September 2010	September 2015
29.	INVESTMENT POLICY	Full Council	June 2014	October 2016
30.	I.T. E-MAIL AND INTERNET POLICY	Full Council	November 2014	November 2016
31.	LITTER PICKING POLICY	Full Council	October 2014	October 2015
32.	LONE WORKING POLICY	Full Council	November 2014	October 2016
33.	MEMBERS ALLOWANCES	Full Council	December 2011	September 2015
34.	MEMORIAL BENCHES	Cemetery Committee	October 2014	October 2016
35.	OFFICER/ MEMBER PROTOCOLS (CPC Website – Complaints and Code of Conduct)	Full Council	January 2014	October 2016
36.	PENSION DISCRETIONS POLICY	Full Council	May 2015	April 2017

37.	PENSION POLICY	Full Council	May 2015	April 2017
38.	PLANNING CODE OF GOOD PRACTICE	Planning Committee	February 2015	February 2017
39.	PUBLICATION SCHEME	Full Council	November 2014	September 2016
40.	PUBLIC PARTICIPATION AT COUNCIL MEETINGS	Full Council	August 2014	September 2015
41.	STRESS MANAGEMENT	Full Council	September 2008	September 2015
42.	SUSTAINABILITY POLICY	Full Council	Under review	
43.	TELEPHONE POLICY	Full Council	November 2014	November 2016
44.	TRAINING POLICY	Full Council	November 2014	November 2016
45.	TREE WORK POLICY	Full Council	October 2014	October 2016
46.	VILLAGE HALL TERMS & CONDITIONS (CPC Website – facilities – Village Hall)	Village Hall Committee	September 2013	September 2015
47.	WILDFLOWER POLICY	Full Council	January 2010	September 2015
48.	YOUTH CAFÉ OBJECTIVES AND OPERATING GUIDELINES (CPC Website – Youth Cafe)	Full Council	N/A	
49.	YOUTH CAFE MEMBERSHIP RULES AND REGULATIONS. (CPC Website – Youth cafe)	Full Council	N/A	N/A

USEFUL WEBSITES

Name	Website address
NALC (National Association of Local Councils)	http://www.nalc.gov.uk
(SALC) Surrey Association of Local Councils	http://www.sussexalc.org.uk
Local Council Review (Sector publication)	http://lconline.org.uk