

# Information available from Innsworth Parish Council under the Model Publication Scheme

**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

Innsworth 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 2,500) and serve a term of 4 years.

The Council has an Office at Innsworth Community Hall, Rookery Road which is open to the public on Monday and Wednesday mornings, from 9.30 am to 12.30 pm.

It provides a variety of facilities and services to the public, including Rookery Road Play Area and street furniture such as public seats, noticeboards and bus shelters. It undertakes grass cutting of highways splays and verges on an agency basis for the County Council. It works with Churchdown Parish Council to provide a Burial Ground for residents.

Its other responsibilities include responding to consultations (including planning), working as a partner in the Neighbourhood Plan process, and promoting/funding activities for children and young people. The Council has a legal duty to take into account the effect on crime and disorder of its decisions and to have regard to biodiversity as part of its policy or decision making.

The Council works in partnership with many other local organisations including the Community Hall and Innsworth School, and gives grant funding to local organisations.

## Who's who on the Council and its Committees

There are 9 seats on the Council. The Chair of Council is Cllr Dave Cornock.

The Full Council meets on last Monday of each month, except for August and December.

## Contact details for Parish Clerk and Council Members

The Clerk to the Council is Mrs Ruth Warne who is available at the Parish Office, Innsworth Community Hall, Rookery Road, GL3 1AU, Tel 07493050720. The Office is open to the public from 9.30 am until 12.30 pm on Monday and Wednesday. Information regarding Council Members, including contact details, is available from the Clerk and also on the Council's website: [www.innsworth-pc.co.uk](http://www.innsworth-pc.co.uk)

## Location of the Council Offices

The Council Offices are located as stated above. There is a car park for use of visitors to the Parish Office. There is disabled access to the Office.

## Staffing Structure

Office staff consist at present of the Clerk.

## 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 2018/19 is £ 27,075 (and £27,175 in 2019/20). The full statement of income and expenditure is available at the Office and on the website. The Council is subject to a limited assurance audit performed by External Auditor PKF Littlejohn. A full audit report is available at the Office and on the website.

Grants are given to charities and local groups on request to the Council, but the main grant making is done in November, for inclusion in the budget for the next financial year.

A full copy of Standing Orders and Financial Regulations are available at the Office and on the website.

Provision is made in the budget for a Chairman's Allowance of £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. It is also working on a proposal for new play equipment for the Rookery Road Play Area and a scheme to provide a new car park in Rookery Road.

## **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 as above.

Schedules of meetings are posted on the Parish Noticeboards.

Responses to consultations and planning applications are minuted as above. Documents are available for viewing at the Office and on the website

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

## **Our policies and procedures**

The Council's Standing Orders, Financial Regulations and Code of Conduct are available to inspect in the Office and on the website.

The Council seeks to implement the Equalities Act in all that it does. Advertisements for recruitment are posted on the parish noticeboards and advertised on the website.

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.

## **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 and on the website.

Registers of Members interests and gifts and hospitality are kept at the Office.

## **The Service we offer**

Information on facilities and services is available at the Office and on the website

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

**Innsworth Parish Council**  
**Parish Office, Innsworth Community Hall, Rookery Road, Innsworth,**  
**GL3 1AU**

**Tel: Tel 07493050720**

**web: [www.innsworth-pc.co.uk](http://www.innsworth-pc.co.uk)**

**email: [Innsworthpc@gmail.com](mailto:Innsworthpc@gmail.com)**

**Please note that there may be a charge for photocopying documents**