



Whiteley Town Council

Whiteley Town Council

www.whiteleytowncouncil.co.uk

An introduction for new councillors

February 2015

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An introduction to Whiteley Town Council

1.0 General advice and introduction

This document aims to give new councillors an insight and guide to the day to day workings and practices of Whiteley Town Council. It isn't exhaustive and will be reviewed regularly to keep it relevant and useful.

This guide should be used in conjunction with the Good Councillor's Guide (link under item 1.1above)

2.0 Rules and procedures for councillors

At the first meeting after election or co-option councillors are required to sign a formal declaration of acceptance of office and an agreement to abide by the Code of Conduct, see links to the documents and advice is items 2.1-2.6 above.

Councillors are also required to complete a Register of Disclosable Interests copies of which are held by the Clerk and the Monitoring Officer at Winchester City Council. The Register of Interests may be viewed by members of the public on request.

3.0 The Council's current work

To gain an overview of the Council's current priorities and workload it is recommended that an understanding of the latest Strategy and Key Objectives are studied, item 3.1 above. The latest annual report and edition of The Whiteley Voice will provide further details, item 3.2 and 3.3.

Contact details for fellow councillors and dates of forthcoming meetings are included in items 3.4 and 3.5.

4.0 Council policies and procedures

The Council is a corporate body and is governed by its Standing Orders, most of the work of the Council is carried out through its committees and these are governed by their own Terms of Reference. Links to item 4.1 and 4.2 above.

The Council's financial procedures are regulated by the Government's Accounts and Finance Regulations and the Town Council's Financial Regulations. See link above item 4.3.

5.0 How the Council works

The Council operates within its civic boundary. Whiteley Town is within the boundary of Winchester District Council.

It is useful to be aware of the Town boundaries which are shown on the map of Whiteley Town item 8.3 above.

Two thirds of the Town is woodland and fields, with Dimmocks' Moor to the north east with the railway as the boundary, Stoneyfield Copse, Quindell Golf Course and Skylark Meadows lie on the eastern boundary, Waterclose Copse and Bridge Copse lie on the north boundary.

The western boundary runs from Whiteley Cottages on Whiteley Lane, around Quaveys Copse through to Thyme Avenue, Gull Coppice onto Rookery Avenue and across the motorway to follow the line of the railway around Segensworth North, across Whiteley Lane to join Skylark Meadows to the north.

This encloses the business park, shopping village, Segensworth North industrial estate, and residential areas around Leafy Lane, Marjoram Way, Thyme Avenue, Bluebell Way and Skylark Meadows, approximately 1400 households.

More detail of the boundaries can be viewed on this link <https://maps.winchester.gov.uk/LocalViewWeb/Sites/lvweb/> drag the marker pin to Whiteley on the map.

The Town Council

The Town Council was created in 2003, it comprises 11 Councillors who are elected every four years. Councillors are unpaid and are governed by a code of conduct which includes obligations to act in an appropriate manner.

The Town Council provides a local voice for its residents; each town or parish council differs in the work it carries out. The majority of the work carried out by Whiteley Town Council is through its committees: Strategic Development and Policy, Finance, Recreation and General Purpose and Planning and Highways and Transport. The Operational Structure illustrates the organisation of the Council, item 5.1. above.

Individual roles and responsibilities

The Council has adopted Council role profiles which sets out the responsibility and skills and knowledge required for the various roles within the Council.

See links to the documents above item 5.2.

The Chairman, Vice Chairman, Committee Chairmen and Council representatives are elected at the Annual General Meeting (AGM) held in May.

The Committees

Committees are governed by Terms of Reference which are reviewed annually links to copies of these are available above item 4.2.

Strategic Development and Policy Committee

This Committee deals with strategic issues such as overseeing the planning process for Whiteley Village redevelopment and plans for North Whiteley.

The development of the Council's policies and strategy is also the responsibility of this committee.

Planning Committee

The Planning Committee responds to consultations on planning applications made in the Town having regard to valid planning reasons.

Recreation and General Purposes Committee

The Recreation and General Purposes Committee manages the grounds contract for Meadowside recreation ground, play area and skatepark together with the Cheshire Close, Mollison Rise, Caraway, Saffron Way and Rosemary Gardens play areas.

This Committee also manages projects and runs community events

Highways and Transport Committee

This Committee reviews road and street light maintenance issues and ensures requests are completed.

It prepares and monitors the Council's Highways Strategy and campaigns for the projects within the Strategy to be given priority.

The Committee will also oversee the planning of highways in the North Whiteley development.

Finance Committee

The Finance Committee reviews the Council's income and expenditure on a regular basis, it also discusses applications from local organisations seeking funding assistance and makes recommendations to Full Council.

The Committee sets the budget or precept for the following financial year; this is the amount of money that the Council requests Winchester City Council to raise on behalf of the Town Council through the Council Tax.

The Town Clerk

The Town Clerk is the responsible officer for the Council and the job description is shown in link 5.3 above.

The Clerk is the first point of contact for advice and information, please do not hesitate to ask if you have any questions on how the Council works and your individual role(s).

6.0 General policies

The Town Council has adopted a number of policies to guide its work which are shown in links 6.1-6.8, an awareness and understanding of these is required by councillors.

Of particular importance is the Training Strategy and each Councillor is expected to develop and extend their knowledge and skills to meet the requirements of their roles.

All Councillors are required to complete an annual analysis of their training and development needs and to seek training opportunities with the agreement of the Council.

7.0 Freedom of Information

The Town Council has an adopted Publication Scheme which sets out how it will make information available, item 7.1 above.

8.0 Other useful information

Links to items 8.1 – 8.4 provide details of the expenses payable to Councillors on agreed council business, advice on good practice, a map of the Town and a claim form for travelling and subsistence expenses

