

Old Marston Parish Council as a Corporate Body.

Old Marston Parish Council – performance of the Council as a Corporate Body and of each councillor to achieve its business plan.

Old Marston Parish Council is a small parish council: it has 12 councillors and one parish clerk, who is also the responsible financial officer, and contracted to work 24 hours per week. It has a finance committee, environment committee, pavilion, recreation grounds & cemetery committee, planning committee and a staffing & standards committee. Costs are monitored each month at Parish Council meetings.

Parish Council members are elected by the community on a four yearly cycle. Councillors bring a variety of experience and skills to the council, including knowledge of the parish, practical skills, working with government bodies and local authorities, working with children and youths, as well as an enthusiasm and commitment to serve the council and parishioners.

Business Plan and Annual Action Plan

The Parish Council has a four-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 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 following financial year. The business and annual plans are developed through discussion with councillors and projects are identified 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 Staffing & Standards 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 are also encouraged to attend courses run by the Oxfordshire Association of Local Councils. The current Old Marston Parish Council chairman has obtained their gavel by attending the chairmanship training at the OALC. From time to time the parish council invite Officers from Oxford City Council and/or Oxfordshire County Council to provide training, or insight, for councillors on issues/procedures, and members have attended sessions on code of conduct, register of interests, planning and the local plan.

The Clerk is employed under the terms jointly negotiated with National Association of Local Councils. The Clerk continually updates his training as required and obtains twelve Continual Professional Development (CPD) points a year as part of their appraisal. The clerk gives guidance to councillors at meetings.

Communicating and liaising with the parishioners is a high priority for the parish council. Parishioners are encouraged to contact the Clerk or parish councillors on issue that affect them and their local community.

Communication routes are via: -

- Website
- E-mail

- Telephone
- Noticeboards
- The Marston Newsletter
- The Marston Times
- Annual Parish Meeting
- Annual Report sent to each household highlighting the achievements of the parish council
- Monthly parish council Meetings
- Informal meeting with councillors and/or the clerk when they are out and about in the parish.

Adopted

Date 6th June 2022

Minute reference 22/06/12

Signed.....Chairman

Review Date: May 2023