



## **WILSDEN PARISH COUNCIL**

The Village Hall,  
Wilsden,  
Bradford,  
BD15 0HT.  
West Yorkshire.

[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

### **Information available from Wilsden Parish Council under the model publication scheme**

#### **Class1 - Who we are and what we do**

We are the parish council for Wilsden and Harecroft. We have nine parish councillors and a clerk to the parish council. At present there is ONE CASUAL VACANCY.

The current Chairman of the council is Councillor David Overend and the current Vice Chairman is Councillor Peter Ketley

#### **How the information can be obtained**

Details of our councillors, clerk are to be found on the parish council website:

[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

The address for the parish council is:

Wilsden Parish Council

Wilsden Village Hall

Townfield

Wilsden

Bradford

BD15 0HT

Tel: 07384 713156

[clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk)

Details of our councillors, clerk are to be found on the parish council website: [www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

**Who is who on the Council and its Committees and Working Groups?**

We hold a full parish council meeting on the first Monday of the month (bank holidays excepted) starting at 7:00pm in the Library Room of Wilsden Village Hall.

Our Councillors are as follows:

- Councillor Jane Callaghan
- Councillor Peter Ketley – Vice Chairman of the Council
- Councillor Peter Allison
- Councillor Tony Caunt
- Councillor Lucy Golton
- Councillor David Overend - Chairman of the Council
- Councillor John Turton
- Councillor Amanda Belford
- Councillor David Blackburn

The council has three committees and three working groups. Please contact the clerk for meeting dates.

#### **Management and Strategic Policy Committee**

Chairman **TBA**

Councillors Overend, Allison, Ketley and Turton

#### **Internal Audit Committee**

Chairman **TBA**

Councillors Callaghan, Belford, Overend and Turton.

#### **Green Spaces Committee:**

Chairman **TBA**

Councillors Overend, Allison, Ketley, Golton and Caunt

Non-council member: Sue Downs, Friends of Wilsden Park, and Paul Bexon, Wilsden Gardening Association

#### **Neighbourhood Planning Working Group:**

Chairman **TBA**

Cllrs. Allison, Belford, Callaghan, Caunt, Golton, Ketley, Overend, Turton and Blackburn

Non-Council members: Glyn Jones, Simon Dickerson, Andy Dennison, David Holmes and Chris Moore

#### **Community Engagement Working Group**

Chairman **TBA**

Councillors: Cllrs. Allison, Golton, Ketley and Turton

Non council members: Gail Denham, Clerk

## The Safety and Security Working Group

Chairman **TBA**

Councillors: Turton, Belford, Caunt, and Golton

Non council members: **TBA**

## Location of main Council office and accessibility details

The location of the main council office is:

Wilsden Parish Council

Wilsden Village Hall

Townfield

Wilsden

Bradford

BD15 0HT

The office is wheelchair accessible. The Library Room where full parish council meetings are held is wheelchair accessible.

## Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))

Parish Clerk	Gail Denham	<a href="mailto:gail.denham@wilsdenparishcouncil.gov.uk">gail.denham@wilsdenparishcouncil.gov.uk</a>	07384 713 156
Councillor	Peter Allison	<a href="mailto:peter.allison@wilsdenparishcouncil.gov.uk">peter.allison@wilsdenparishcouncil.gov.uk</a>	07802 539 016
Councillor	Jane Callaghan	<a href="mailto:jane.callaghan@wilsdenparishcouncil.gov.uk">jane.callaghan@wilsdenparishcouncil.gov.uk</a>	07986 294 757
Councillor	Tony Caunt	<a href="mailto:tony.caunt@wilsdenpaishcouncil.gov.uk">tony.caunt@wilsdenpaishcouncil.gov.uk</a>	01535 273 709
Councillor	Lucy Golton	<a href="mailto:lucy.golton@wilsdenparishcouncil.gov.uk">lucy.golton@wilsdenparishcouncil.gov.uk</a>	07812 195 991
Councillor	Peter Ketley	<a href="mailto:peter.ketley@wilsdenpariscouncil.gov.uk">peter.ketley@wilsdenpariscouncil.gov.uk</a>	07813 126 475
Councillor	David Overend	<a href="mailto:david.overend@wilsdenparishcouncil.gov.uk">david.overend@wilsdenparishcouncil.gov.uk</a>	07494 597 887
Councillor	John Turton	<a href="mailto:john.turton@wilsdenparishcouncil.gov.uk">john.turton@wilsdenparishcouncil.gov.uk</a>	07412 250 002
Councillor	Amanda Belford	<a href="mailto:amanda.belford@wilsdenparishcouncil.gov.uk">amanda.belford@wilsdenparishcouncil.gov.uk</a>	07971 393 696
Councillor	David Blackburn	<a href="mailto:david.blackburn@wilsdenparishcouncil.gov.uk">david.blackburn@wilsdenparishcouncil.gov.uk</a>	07771 551 363

## Staffing structure

Wilsden Parish Council employs one part time member of staff:

Parish Clerk: Gail Denham. The parish clerk is the Proper Officer and Responsible Financial Officer to the council.

## Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

**Current and previous financial year as a minimum:** To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Annual return form and report by auditor:** Some information is available on the website. By application to the clerk. Current and previous financial year only. To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Finalised budget:** Current year's budget is on the website. <https://www.wilsdenparishcouncil.gov.uk/council-information/finances/1072-budget-2021-2022/file>  
To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Precept:** By application to the clerk. Free by e-mail or standard cost\* for hard copy.  
To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Borrowing Approval letter:** Not applicable

**Financial Regulations and Standing orders:** on the website under policies <https://www.wilsdenparishcouncil.gov.uk/index.php/council-information/policies>  
Free by email or standard cost\* for hard copy.  
To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Grants given and received:** Please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

### **List of current contracts awarded and value of contract:**

2019-2022 Contract with Carlton Nursery. For maintenance of village Green, prep, planting and watering and maintenance of hanging baskets and barrel planters, watering of specified flower beds, maintenance of village stones.  
Value £10,005

2021-2022 Contract with JRR Gardens Ltd. For Grass Cutting Services, park, recreation area, cemetery, closed churchyard, village green and verges.  
Value £15,360

**Members' allowances and expenses:** Chairman's allowance £100

### **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

**Parish Plan (current and previous year as a minimum):** Please contact the clerk for the Parish Plan 2010

To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Neighbourhood Plan:** Completed pre-submission consultation in July 2017. Work still in progress.

**Annual Report to Parish or Community Meeting (current and previous year as a minimum):** Please contact the parish clerk.

To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Local Council Award:** Foundation Level

**Local charters drawn up in accordance with DCLG guidelines:** The parish council has signed the Charter Agreement with Bradford Metropolitan District Council. Please contact the parish clerk.

To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

## **Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Decisions are made on agenda items discussed at parish council meetings. Freely available on website.

The **Management and Strategic Policy Committee** has delegated powers for the preparation and review of staff employment contracts. The committee has an overview of the council's policies and procedures and makes recommendations to full council for the review of existing or addition of new procedures. **Meets May, July, September, October and February.**

The **Internal Audit Committee** has delegated powers to ensure that the council is receiving twice yearly financial and budget information from the RFO, collation and cross referencing of regular financial information such as the cash book, responsibility for the review of the effectiveness of internal audit, review of financial regulations, insurances and financial risk assessment. **Meets at least twice a year in June and December.**

The **Neighbourhood Planning Working Group's** role is to assist in developing the Neighbourhood Plan for Wilsden, to assess existing evidence, develop the process for consultation, liaise with relevant organisations and make recommendations for action and items of expenditure. **Meets as required and at least every two months.**

The **Green Spaces Committee's** role is to develop ideas for the management of the parish's green spaces, Climate Change Emergency, grass cutting contracts and to make recommendations to the full parish council for green space management. **Meets as required.**

The **Community Engagement Working Group's** role is to examine all aspects of this and to develop improvements to same. **Meets as required.**

The **Playground Working Group's** role is to look at playground facilities and considering improvements. **Meets as required.**

**Timetable of meetings:** (Council, any committee/sub-committee meetings and parish meetings) a calendar of the full parish council meetings is on the website which is updated shortly following the Annual Meeting of the Parish Council which takes place early in May.

**Agendas of meetings (as above):** Available to view and download on the parish council website <https://www.wilsdenparishcouncil.gov.uk/>

They are made available at least three clear days before the meeting. Agendas are also posted on the Parish Council's notice board at the Post Office (Covid-19 Lockdown permitting). To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Minutes of meetings (as above):** N.B. this will exclude information that is properly regarded as private to the meeting. Draft minutes published within 4 weeks of meeting. Approved minutes of parish council meetings and meetings of the committees and working groups are available on the parish council website <https://www.wilsdenparishcouncil.gov.uk/> or by application to the clerk.

**Reports presented to council meetings:** N.B. this will exclude information that is properly regarded as private to the meeting. These are obtained on request to the Clerk and are available three clear days before the meeting. To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Responses to consultation papers:** These can be obtained on application to the clerk. To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Responses to planning applications:** The responses can be found on the parish council website <https://www.wilsdenparishcouncil.gov.uk/index.php/planning>  
To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Byelaws:** Not applicable

## **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

**Current information only available:** To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

Policies and procedures for the conduct of council business: policies are on the council's website <https://www.wilsdenparishcouncil.gov.uk/index.php/council-information/policies> To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Policies and procedures for the provision of services and about the employment of staff:** Policies for employment of staff are on the council's website <https://www.wilsdenparishcouncil.gov.uk/index.php/council-information/policies> Contact the Clerk for the up-to-date list. To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Data security policy:** Adopted February 2019

**Records management policies (records retention, destruction, and archive):** Adopted 5<sup>th</sup> November 2018

**GDPR policy:** Adopted May 2018



**Class 6 – Lists and Registers**  
(Currently maintained lists and registers only)

**Residents' List:** As permitted and with consent. Not available as private information is held on this list

**Assets Register:** Please contact the parish clerk: To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Disclosure log:** (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils). Not held by Wilsden Parish Council.

**Register of members' interests:** This is available on the parish council website. <https://www.wilsdenparishcouncil.gov.uk/index.php/council-information/the-council> To obtain this information either visit the website or for a hard copy at standard cost\* please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Register of gifts and hospitality:** This is yet to be collated.

## **Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

**Current information only:** (hard copy or website; some information may only be available by inspection)

**Copies of the village newsletter:** available on the website or contact the Clerk. <https://www.wilsdenparishcouncil.gov.uk/index.php/council-information/the-wilsdener>

**Allotments:** To obtain this information please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Burial grounds and closed churchyards:** Not applicable

**Community centres and village halls:** Not applicable

**Village Green:** please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Seating, litter bins, clocks, memorials and lighting:** Village Green

**Bus shelters:** Not applicable

**Markets:** Not applicable

**Public conveniences:** Not applicable

**Agency agreements:** Not applicable

**A summary of services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees):** The parish council receives a fee for the rental of the parish council allotments. The allotments and the site are managed by Wilsden Gardening Association. Please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Additional Information:** please contact the parish clerk either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

## **SCHEDULE OF CHARGES**

(This describes how the charges have been arrived at and should be published as part of the guide.)

**Disbursement cost:** Actual Cost: Photocopying @ 10p per A4 sided sheet (black & white)

**Postage Cost:** Actual Cost: of Royal Mail Second Class either small or large letter depending on what is requested. Please contact the parish clerk for further information either by emailing [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk) or telephoning 07384 713 156

**Statutory Fee:** In accordance with the Environmental Information Regulations 2004 Regulation 8 (8)(a)

### **Contact details:**

**Gail Denham,  
Parish Clerk  
Wilsden Parish Council  
Wilsden Village Hall  
Townfield  
Wilsden  
Bd15 OHT**

**Tel: 07384 713 156**

**[clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk)**

Date of policy revision 24<sup>th</sup> June 2019

Re-adopted 1<sup>st</sup> July 2019 (minor amendments pre-approved) (minor amends made 12<sup>th</sup> July 2019)

Updated on 26<sup>th</sup> November and Re-adopted on 6<sup>th</sup> January 2020; Updated by the Clerk for administrative purposes on 9<sup>th</sup> April 2021 following the resignations of a Councillor and the Assistant Clerk.

Updated following the Annual Meeting on 4<sup>th</sup> May 2021 re-adopted by the Clerk 7<sup>th</sup> May 2021 on behalf of the Council as a delegated decision authorised by minutes 2021/27.