



Upwood and the Raveleys Parish Council

Performance Management Policy Statement

Upwood and the Raveleys Parish Council comprises nine councillors, all of whom offer a wide range of skills, talent and local knowledge. Membership is representative of all ages; many differing professional backgrounds; and is geographically spread across the parish (although the parish council has long attempted to encourage representation from Fairmead and Farm Close).

Having inherited an administration which was lacking in order and consistency, the parish clerk has revisited all areas of the parish council's business, and has read the minutes back to the parish council's inception in 1894. An index of actions and decisions has been compiled and all legal and procedural historical errors and omissions have been corrected.

The parish website hosts all policy documents and all documentation relating to the parish council's business. Minutes dating back to 2008 are currently available online but, with the assistance of volunteers it is hoped that in time, all minutes dating back to 1894 will be transcribed and published for easy access.

Digital administration is backed up in "the cloud" and documents are shared with councillors via Google Drive. "Paper documentation" is archived with Huntingdon Archives in accordance with the parish council's retention policy and the clerk's office holds only current documentation (the vast majority of which is publicly available on the parish council's website).

The parish council aspires to keeping abreast of new technologies. It has recently invested in a faster laptop for use by the clerk; it supported the purchase of a digital projector for the village hall and this is utilised during council meetings. It has started to embrace social media with a Facebook presence.

The effective management of the council's business would enable a seamless handover to a new or temporary clerk should the need ever arise. The chairman holds the passwords to the parish council's laptop and parish councillors have online access to its bank accounts. The parish council operates as a corporate body and no individual is indispensable in terms of day-to-day administration.

Councillors and the clerk actively embrace CPD opportunities and the council is open to new ideas and developments. It operates a three-year rolling budget of revenue and capital receipts and payments. This, together with the Community Led Plan (which is under constant review), guides (but doesn't restrict) the activities of the parish council.

In addition to its three-year budget, the parish council is conscious of its responsibilities for the upkeep of its play area; and of the inevitable need for additional cemetery provision. Funds are ear-marked annually for future investment in both projects.

The parish council is custodian of several small parcels of land. It has successfully thwarted a recent attempt to install a mobile telephone mast on the parish allotments; and is currently assiduously defending its legal right of ownership to a small piece of land in Charter's Spinney which is threatened with adverse possession. Serving parish councillors act as trustees to Upwood and the Raveleys Allotments Charity. The parish council takes ultimate care to protect and nurture the land and resources it has inherited from previous generations for the benefit of present and future parishioners.

Upwood and the Raveleys Parish Council now has very firm foundations as it looks to the future.