**Parish Council Organisation**

**Woodnesborough Parish Council**

There are nine seats on the Council, and the members meet 10 times a year usually on the 4th Tuesday of the Month at Woodnesborough Village Hall. The exceptions to this are August when there is no meeting and Nov/Dec. The Council do not meet in November but meet on the 2nd Tuesday in December.

**Staff**

The Parish Council employs a Clerk, Mrs Joanna Jones, for 6 hours a week. The Council official offices are situated at the Clerks home address:

Thornton House,

Thornton Lane

Eastry, Sandwich

KENT CT13 0EU

01304 746036/07903739792

The office opening hours are

9am to 5pm Mon

9am to 5pm Tue

Closed Wednesdays

9am to 5pm Thu

9am to 5pm Fri

All Council correspondence should be sent to the above address. Anyone wishing to visit the office should ring for an appointment.

**Finance**

The Clerk is also the Responsible Finance Office (RFO) for the council and is responsible for the preparation of the council accounts.

**Procedures**

**Freedom of Information Requests**

All requests for information should be in writing and addressed to the Parish Council Clerk at the above address. Your fall name and address must be included in the request.

**Data Protection Request**

All requests for information should be in writing and addressed to the Parish Council Clerk at the above address. Your fall name and address must be included in the request.

**Complaints**

Any complaint should be in writing and sent to the Parish Council Clerk at the above address. Complaints about the Clerk should be in writing and sent to the Chairman of the Parish Council. Your fall name and address must be included in the request

**Committees**

The Council has one Committee that deals with any the Parish Councils risk management

**The Current Members of Woodnesborough Parish Council**

[**Link to DDC website for Register of Interest Forms**](http://moderngov.dover.gov.uk/mgParishCouncilDetails.aspx?ID=198&LS=3)

Brenda Baker – Chairman & Press Officer

Alastair Boniface – Vice Chairman & Affordable Housing Rep

Peter Charlesworth

Cynthia Charter - Footpath Officer

Mandy Goodwin – Supports Councillor Responsible for Finance

Alison Hilton – Village Hall Representative

Tony Hilton

Douglas Smith – Cllr Responsible for Finance & Village Hall Representative

Jonathan Vine

Cllrs Smith and Vine sit on the Council Risk Assessment Committee