

COUNTESTHORPE PARISH COUNCIL
Information available under the model publication scheme

Website: www.countesthorpeparishcouncil.co.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	(hard copy and/or website)	
Who's who on the Council and its Committees/Working Parties	Website Countesthorpe Village Hall - Notice Board Hard Copy – Contact Clerk to the Council	Free Free Free
Contact details for Clerk to the Council and Council members (named contacts where possible with telephone number and email address (if used))	Website Countesthorpe Village Hall - Notice Board Hard Copy – Contact Clerk to the Council	Free Free Free
Location of main Council office and accessibility details	Countesthorpe Parish Council, Village Hall, Station Road, Countesthorpe, Leicester, LE8 5TB Location Plan and Accessibility Details Available on Website	Free
Staffing structure	Website	Free
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		
Annual return form and report by auditor	Hard Copy – Clerk to the Council	20p per sheet

Finalised budget	Hard Copy – Clerk to the Council	20p per sheet
Budget Summary Published with Council Tax Demands	Hard Copy distributed with Council Tax Demand to all households Extra Copies Contact Clerk to the Council	Free 20p sheet
Precept	Hard Copy – Contact – Clerk to the Council	Free
Financial Standing Orders and Regulations	Hard Copy – Contact Clerk to the Council	20p per sheet
Grants given and received	Hard Copy – Clerk to the Council	20p per sheet
List of current contracts awarded and value of contract	Hard Copy – Clerk to the Council	20p per sheet
Members' allowances and expenses	n/a	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Website Hard copy – Contact Clerk to the Council	Free 20p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy – Clerk to the Council	20p per sheet
Quality status	n/a	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Countesthorpe Parish Council Notice Boards Hard Copy – Contact Clerk to the Council	Free Free 20p per sheet
Agendas of meetings (as above)	Website Countesthorpe Parish Notice Board Hard Copy – Clerk to the Council	Free Free 20p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Minutes available for inspection at Countesthorpe Parish Council Village Hall Hard Copy – Contact Clerk to the Council	Free Free 20p per sheet

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk to the Council	20p per sheet
Responses to consultation papers	Hard Copy – Clerk to the Council	20p per sheet
Responses to planning applications	Website (Minutes) Responses available for inspection at Countesthorpe Parish Council Hard Copy – Contact Clerk to the Council	Free Free 20p per sheet
Bye-laws	n/a	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy – Contact Clerk to the Council	20p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equal Opportunities policy Health and safety policy Job Descriptions Terms of Employment Data Protection Scheme	Documents available for inspection at Countesthorpe Parish Council Village Hall Hard Copy – Contact Clerk to the Council	Free 20p per sheet
Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Documents available for inspection at Countesthorpe Parish Council Village Hall Hard Copy – Contact Clerk to the Council	Free 20p per sheet
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	Documents available for inspection at Countesthorpe Parish Council Village Hall Hard Copy – Clerk to the Council	Free 20p per sheet
Schedule of charges (for the publication of information)	Website	Free

<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Assets Register	Documents available for inspection at Countesthorpe Parish Council Village Hall Hard Copy – Clerk to the Council	Free 20p per sheet
Register of members' interests	Documents available for inspection at Countesthorpe Parish Council Village Hall Hard Copy – Clerk to the Council	Free 20p per sheet
Register of gifts and hospitality	Documents available for inspection at Countesthorpe Parish Council Village Hall Hard Copy – Clerk to the Council	Free 20p per sheet
<p>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</p>	Contact Clerk to the Council	
Burial ground and closed churchyard	Hard Copy – Contact Clerk to the Council	20p per sheet
Community centres and village halls	Website Hard Copy – Contact Clerk to the Council	Free 20p per sheet
Parks, playing fields and recreational facilities	Hard Copy – Contact Clerk to the Council	20p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy - Contact Clerk to the Council	20p per sheet
Bus Shelters	Hard Copy – Contact Clerk to the Council	20p per sheet
Agency agreements	Hard Copy – Contact Clerk to the Council	20p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy – Contact Clerk to the Council	20p per sheet

Contact details:

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying	20p per sheet (black & white)
	Postage	Actual cost of Royal Mail standard 2 nd class
Supply Information not listed in publication scheme	£10 per hour for responding to requests for information not listed in the Councils Publication Scheme (Minimum Charge £10)	