

## Information available from SIBBERTOFT Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	Hard copy – contact Clerk	
Who's who on the Council and its Committees	See below – the Council has no Committees/Sub Committees	
Contact details for Parish Clerk and Council members  <b>Clerk:</b> Ian Arnott 7 The Old Coffee Mills Springfield Street Market Harborough LE16 8BL 01858 419747 <a href="mailto:ianarnott@home.gb.com">ianarnott@home.gb.com</a>	<b><u>Council Members</u></b>  <u>Chairman:</u> Richard Gibbs 1 Beeches Close, Sibbertoft 01858 881210 <a href="mailto:ragibbs57@hotmail.com">ragibbs57@hotmail.com</a>  <u>Vice Chairman:</u> Richard Putt 16 Berkeley Street, Sibbertoft 01858 880242 <a href="mailto:putt@btinternet.com">putt@btinternet.com</a>  <u>Councillors:</u>  Ms Christine Fernandes The Old Rectory 17 Berkeley Street, Sibbertoft 01858 881103 <a href="mailto:christine@ssertrof.co.uk">christine@ssertrof.co.uk</a>	

	<p>Gerald Garner 25 Welland Rise, Sibbertoft 01858 880269 <a href="mailto:gerald.garner@btopenworld.com">gerald.garner@btopenworld.com</a></p> <p>Marcus Merry Hoppers Lodge, Welford Road, Sibbertoft 01858 880985 <a href="mailto:marcus.merry@btinternet.com">marcus.merry@btinternet.com</a></p> <p>Geoff Smith 2 Welford Road, Sibbertoft 01858 880215 <a href="mailto:Geoffsmith269@gmail.com">Geoffsmith269@gmail.com</a></p> <p>Roger Walpole c/o Manor House Farm, 3 Peggs Lane, Clipston 07885455785</p>	
Location of main Council office and accessibility details	<p>The Council does not have a designated office. All files are maintained by the Clerk.</p> <p><b>The meetings are held in the Reading Room, Berkeley Street and commence at 8pm – See Class 4 below</b></p>	
Staffing structure	Not applicable	

<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	Hard copy – contact Clerk	
Annual return form and report by auditor	✓	
Finalised budget	✓	
Precept	✓	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	✓	
Grants given and received	✓	
List of current contracts awarded and value of contract	✓	
Members' allowances and expenses	Not applicable	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Hard copy – contact Clerk	
Parish Plan (current and previous year as a minimum)	Not undertaken but see Village Design Statement below	
Annual Report to Parish Meeting (current and previous year as a minimum)	✓	
Quality status	Not applied for	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Village Design Statement	✓	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Hard copy – contact Clerk</p>	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>The full Council meets on the 1<sup>st</sup> Tuesday monthly (ex January &amp; August).</p> <p>Occasionally additional meetings are required and details of all meetings are posted on the village notice boards located outside:  The Reading Room, Berkeley St.  The Red Lion, Welland Rise</p>	
<p>Agendas of meetings (as above)</p>	<p>✓</p>	
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>✓</p>	
<p>Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>✓</p>	
<p>Responses to consultation papers</p>	<p>✓</p>	
<p>Responses to planning applications</p>	<p>✓</p>	
<p>Bye-laws</p>	<p>Not applicable</p>	

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copy – contact Clerk</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Declaration of Acceptance of Office  Cllrs. Register of Interests  Policy statements</p>	<p>Not applicable ✓  Not applicable ✓  ✓  ✓  ✓  ✓</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Training policy  Adoption of Assets policy  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)</p>	<p>No defined policy ✓  ✓  ✓  ✓  No defined policy  As per this schedule ✓  ✓</p>	
<p>Information security policy</p>	<p>No defined policy</p>	

Records management policies (records retention, destruction and archive)	✓	
Data protection policies	No defined policy	
Schedule of charges (for the publication of information)	As detailed in this schedule	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard copy – contact Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	✓	
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)	✓	
Register of members' interests	✓	
Register of gifts and hospitality	✓	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy – contact Clerk	
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	✓	
Seating, litter bins, clocks, memorials and lighting	✓	
Bus shelters	✓	
Markets	Not applicable	

Public conveniences	Not applicable	
Village Web Site	<a href="http://www.sibbertoft.org">www.sibbertoft.org</a>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Clerk – details as above

#### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the

		relevant legislation (quote the actual statute)
<b>Other</b>		