

Information available from Huncote Parish Council under the model publication scheme

The Parish Council wishes to make access to information easy and at a minimum cost. To this end we have a website which allows free access to information which includes the annual accounts, auditors report, agenda, minutes of the meetings, etc.

Where the list below shows “website” in column two this information is on the web for ease of access. For anyone without access to the internet, contact your local Library to gain access FREE during their opening hours.

Information to be published: Class 1 - Who we are and what we do	How the information can be obtained	Cost
<p>Huncote Parish Council,</p> <p>Clerk Stuart Bacon</p> <p>Council Office at 3 Mountfield Road, Earl Shilton, Leicestershire. LE9 7LW</p> <p>☎ 01455 844 539 / 07875 291 366</p> <p>clerk@huncote-pc.gov.uk</p> <p>www.huncote-pc.gov.uk</p>	<p>By written request to Council Office, email or website</p>	<p>Website information is free.</p> <p>Inspection only is free when at a mutually convenient time.</p> <p>Hard copies, when required, will be charged as per the schedule attached and the applicant advised of the cost prior to the release of the information. The copy/ies will be dispatched on receipt of the correct payment.</p>
<p>Who's who on the Council and its Committees</p>	<p>By written request to Council Office, email or website or by visiting the Parish Councillors section on the website</p>	<p>As per schedule for hard copy</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>By written request to Council Office, email or website</p>	<p>As per schedule for hard copy</p>

Location of main Council office and accessibility details	By written request to Council Office or email or visiting website	As per schedule for hard copy
Staffing structure	By written request to Council Office or email	As per schedule for hard copy

Information to be published: Class 2 – What we spend and how we spend it	How the information can be obtained	Cost
(Class 2 covers 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	Posted on Parish notice boards annually in line with auditors requirements. Copies can be obtained by written request to Council Office, email or website	As per schedule for hard copy
Finalised budget	By written request to Council Office, email or website	As per schedule for hard copy
Precept	By written request to Council Office, email or website	As per schedule for hard copy
Borrowing Approval letter	Not currently applicable	As per schedule for hard copy
Financial Standing Orders and Regulations	By written request to Council Office, email or website	As per schedule for hard copy
Grants given and received	By written request to Council Office, email or website	As per schedule for hard copy

List of current contracts awarded and value of contract	By written request to Council Office or email	As per schedule for hard copy
Members' allowances and expenses	By written request to Council Office, email or website	As per schedule for hard copy

Information to be published: Class 3 – What our priorities are and how we are doing	How the information can be obtained	Cost
(Class 3 covers strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	By written request to Council Office or email	As per schedule for hard copy
Annual Report to Parish Meeting (current and previous year as a minimum)	By written request to Council Office, email or website	As per schedule for hard copy
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

Information to be published: Class 4 – How we make decisions	How the information can be obtained	Cost
(Class 4 covers decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	By written request to Council Office, email or website	As per schedule for hard copy
Agendas of meetings (as above)	By written request to Council Office, email or website	As per schedule for hard copy

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	By written request to Council Office, email or website	As per schedule for hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	By written request to Council Office or email	As per schedule for hard copy
Responses to consultation papers	By written request to Council Office or email	As per schedule for hard copy
Responses to planning applications	By written request to Council Office or email	As per schedule for hard copy
Bye-laws	By written request to Council Office or email	As per schedule for hard copy

Information to be published:	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Class 5 covers current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	By written request to Council Office or email	As per schedule for hard copy
Information security policy	By written request to Council Office or email	As per schedule for hard copy
Records management policies (records retention, destruction and archive)	By written request to Council Office or email	As per schedule for hard copy
Data protection policies	By written request to Council Office or email	As per schedule for hard copy
Schedule of charges (for the publication of information)	By written request to	As per schedule for hard

	Council Office or email	copy
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Information to be published: Class 6 – Lists and Registers	How the information can be obtained	Cost
(Class 6 covers currently maintained lists and registers only)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By written request to Council Office or email	As per schedule for hard copy
Assets Register	By written request to Council Office or email	As per schedule for hard copy
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)	By written request to Council Office or email	As per schedule for hard copy
Register of members' interests	By written request to Council Office or email	As per schedule for hard copy
Register of gifts and hospitality	By written request to Council Office or email	As per schedule for hard copy

Information to be published: Class 7 – The services we offer	How the information can be obtained	Cost
(Class 7 covers information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	N/A
Burial grounds and closed churchyards	By request to Council Office or email	As per schedule for hard copy
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	By written request to Council Office or email	As per schedule for hard copy
Seating, litter bins, clocks, memorials and lighting	By written request to Council Office or email	As per schedule for hard copy
Bus shelters	N/A	N/A

Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	By written request to Council Office or email	As per schedule for hard copy

Information to be published: Additional Information	How the information can be obtained	Cost
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Huncote Village News letters	Door-to-door delivery, or by written request to Council Office, email or website	Free to door at time of publication. Subsequent requests as per schedule for hard copy

Contact details: Mr S Bacon, Clerk to Huncote Parish Council, Tel. 01455 844 539 / 07875 291 366, email clerk@huncote-pc.gov.uk or write to the Council Office at 3 Mountfield Road, Earl Shilton, Leicestershire LE9 7LW

SCHEDULE OF CHARGES

Website information is free. Inspection only is free and needs to be at a mutually convenient time. Hard copies, when required, will be charged as per the schedule attached and the applicant advised of the cost prior to the release of the information. The copy/ies will be dispatched on receipt of the correct payment

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement costs	Photocopying @ 6p per sheet (black & white)	Actual cost
	Photocopying @ 12p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class