

NEWBOLD VERDON PARISH COUNCIL

Information available from Newbold Verdon Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard Copy Contact Clerk	
Who's who on the Council and its Committees	Hard Copy/ Contact Clerk Web site	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy/ Web Site Contact Clerk	
Location of main Council office and accessibility details	Sports Pavilion, Alans way, Newbold Verdon, Leicester, LE99LB Access by appointment.	
Staffing structure	Hard Copy / Contact Clerk	

<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard Copy / Contact Clerk	
Annual return form and report by auditor	Hard Copy / Contact Clerk	
Finalised budget	Hard Copy / Contact Clerk	
Precept	Hard Copy / Contact Clerk	
Borrowing Approval letter	Hard Copy / Contact Clerk	
Financial Standing Orders and Regulations	Hard Copy / Contact Clerk	
Grants given and received	Hard Copy / Contact Clerk	
List of current contracts awarded and value of contract	Hard Copy / Contact Clerk	
Members' allowances and expenses	Not Applicable	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Hard Copy / Contact Clerk	
Parish Plan (current and previous year as a minimum)	Hard Copy / Contact Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy / Contact Clerk	
Quality status	Hard Copy / Contact Clerk	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Hard Copy / Contact Clerk Via Council Minutes	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy / Contact Clerk	

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Agendas of meetings (as above)	Hard Copy / Contact Clerk Web Site	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Contact Clerk Web Site	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Contact Clerk	
Responses to consultation papers	Hard Copy / Contact Clerk	
Responses to planning applications	Hinckley & Bosworth Borough Council	
Bye-laws	Hard Copy / Contact Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy / Contact Clerk	
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	All Hard Copy / Contact Clerk	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	N/A N/A Hard Copy N/A N/A	

NVPC Freedom of Information

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Hard copy/ Website/Clerk	
Schedule of charges)for the publication of information)	N/A	

Class 6 – Lists and Registers		
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)	N/A	
Assets Register	Hard Copy / Contact Clerk	
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)	Not Applicable	
Register of members' interests	Hinckley & Bosworth Borough Council	
Register of gifts and hospitality	Hinckley & Bosworth Borough Council	
Class 7 – The services we offer (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	N/A	
Burial grounds and closed churchyards	Clerk	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Clerk	
Seating, litter bins, clocks, memorials and lighting	Clerk	
Bus shelters	N/A	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	N/A	
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	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
NONE		

Contact details:

Clerk to the Council

Sports Pavilion

Alans way

Newbold Verdon

Leicester

LE9 9LB

Tel 01455 828619/07483 347773 e-mail: clerk@newboldverdonpc.org.uk

SCHEDULE OF CHARGES

NIL