

# Glenfield Parish Council

Park House, Stamford Street, Glenfield, Leicester, LE3 8DL

Telephone: 0116 231 2498 email: clerk@glenfieldparishcouncil.org



## DETAILS OF POLICY

Policy No	<b>GPC33</b>	
Policy Title	<b>Publication Scheme</b>	
Committee/Working Party Responsible	<b>Communications Committee</b>	
Version	<b>1</b>	
Adoption Date	<b>Re-adopted 16<sup>th</sup> February 2021</b>	
Details of Revisions	<i>See end</i>	
<b>Information to be published-</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard Copy – contact the parish council office	Free Free
Contact details for Parish Manager and Council members	Website Hard Copy – contact the parish	Free Free

	council office	
Location of main Council office and accessibility details	Park House Stamford Street Glenfield Leicester LE3 8DL Mon – Fri 10.00 am to 2:00 pm Location on website	Free
Staffing structure	Website Hard Copy – contact the parish council office	Free Free
<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)		
Annual Governance and Accountability Return (AGAR)	Website Hard Copy – contact the parish council office	Free 60p (6 sides)
Annual Budgets	Website Hard Copy – contact the parish council office Hard copy summary published with Council Tax demands	Free 10p/sheet
Precept	Web site Hard Copy – contact the parish council office	Free
Financial Regulations and Standing Orders	Website Hard Copy – contact the parish	Free 10p/sheet

	council office	
Grants given and received	Website – Full Council minutes. Hard Copy – contact the parish council office	Free 10p/sheet
List of current contracts awarded and value of contract	Website – Full Council and Committee minutes. Hard Copy – contact the parish council office	Free 10p/sheet
Members' allowances and expenses	Notice Boards (Year end) Website – Full Council minutes Hard Copy – contact the parish council office	Free Free Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Village Appraisal	10p/sheet
The Neighbourhood Plan Steering Group (established by the Parish Council) will be seeking the views, comments, observations and concerns about Glenfield's future in the production of the Neighbourhood Plan		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact the parish council office Notice boards	Free Free Free

Agendas of meetings (as above)	Website Hard Copy – contact the parish council office Notice boards	Free Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact the parish council office	Free 10p/sheet
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact the parish council office Reports available for inspection at Park House.	10p/sheet Free
Responses to consultation papers	Website (Minutes) Hard Copy – contact the parish council office Documents available for inspection at Park House	Free 10p/sheet Free
Responses to planning applications	Hard Copy – contact the parish council office Documents available for inspection at Park House	10p/sheet Free
Bye-laws	Hard Copy – contact the parish council office Documents available for inspection at Park House	10p/sheet Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:	Website	Free

Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website Hard Copy – contact the parish council office Documents available for inspection at Park House	Free 10p/sheet Free
Policies and procedures for the provision of services and about the employment of staff:  Equal Opportunities policy Health and Safety policy Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Website Complaints Procedure available on the website	Free  Free 10p/sheet  Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Hard Copy – contact the parish council office Documents available for inspection at Park House	10p/sheet Free
Register of members' interests	Website Hard Copy – contact the parish council office Documents available for inspection at Park House	Free 10p/sheet Free
Register of gifts and hospitality	Hard Copy – contact the parish council office	10p/sheet

<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) Current information only		
Allotments	Website Contact the Parish Council office	Free
Park House and Sports Pavilion letting facilities		
Parks, playing fields and recreational facilities		
Seating, litter bins, CCTV and lighting		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. room rental)		
<b>Additional Information</b>		
Guide to Proactively Published Information	Website Hard Copy – contact the parish council office	Free 10p/sheet

### Contact details:

Parish Manager  
Glenfield Parish Council  
Park House  
Stamford Street  
Glenfield  
Leicester  
LE3 8DL

Tel: 0116 2312408, Email: [clerk@glenfieldparishcouncil.org](mailto:clerk@glenfieldparishcouncil.org)

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Copying 0.5p. Paper and administration costs 9.5p
	Photocopying sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fees</b>		In accordance with the relevant legislation

### Revisions:

20.06.2016 *Removal of Charges re Supply of information not listed in the publication scheme.*

19.06.2017 *Working Party responsible – change to “Communications Group*

21.05.2018 [Annual Return](#) Annual Governance and Accountability Return (AGAR) / A group external to Glenfield Parish Council is undertaking a review of the Village Appraisal and the creation of a Parish Plan (2008). The Glenfield Neighbourhood Plan Steering Group (established by the Parish Council) will be seeking the views, comments, observations and concerns about Glenfield's future in the production of the Neighbourhood Plan

22.05.2019 – nil revisions

16.02.2021 – nil revisions