



Ellistown & Battleflat Parish Council

c/o North West Leicestershire District Council, Council Offices, Coalville, Leicestershire LE67 3FJ

Telephone: 07881 203273 Email: ellistownclerk@yahoo.co.uk

Information available from Ellistown & Battleflat Parish Council under the model publication scheme.

Ellistown & Battleflat Parish Council endeavours to ensure that it makes publicly available all information in going about its business, unless that information can be properly regarded as being confidential due to commercial sensitivity or because it relates to personal information regarding individuals.

This guide explains what information is readily available and how to access it. Charges made for this information are simply to recoup our costs when we provide hard copy information.

You may also be able to access other information held by the Parish Council. If you require other information you should request this in writing (email acceptable) and tell us what information you need. Where the cost to the Council of providing this information would exceed £450 we may charge you or refuse your request. Costs incurred will be based on the staff time involved in retrieving or compiling the information. Staff time is charged at £25 per hour.¹ There are certain other instances where we may refuse your request. You can refer to the Information Commissioners Website for more information www.ico.org.uk

| Information to be published | How the information can be obtained | Cost |
|---|--|-------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | (Hard copy or website) | |

¹ The Freedom of Information and Data Protection (Appropriate Limits and Fees) Regulations 2004

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| This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted. | | |
| Who's who on the Council and its Committees | Website Hard copy | Free Copy fee |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Hard copy | Free Copy fee |
| Location of main Council office and accessibility details | Not applicable | Free |
| Staffing structure | Website Hard copy | Free Copy fee |
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| 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 | (Hard copy or website) | |
| Annual return form and report by auditor | Website Hard copy | Free Copy fee |
| Finalised budget | Website Hard copy | Free Copy fee |
| Precept | Website Hard copy | Free Copy fee |
| Borrowing Approval letter | Not applicable | |
| Financial Standing Orders and Regulations | Website | Free |

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| | Hard copy | Copy fee |
| Grants given and received | Website - via minutes Hard copy | Free Copy fee |
| List of current contracts awarded and value of contract | Website - via minutes Hard copy | Free Copy fee |
| Members' allowances and expenses | Not applicable | |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum | (Hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | Website Hard copy | Free Copy fee |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website Hard copy | Free Copy fee |
| Quality status | Not applicable | |
| Local charters drawn up in accordance with DCLG guidelines | Not available | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (Hard copy or website) | |
| Timetable of meetings (Council and any committee/sub-committee | Website | Free |

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| meetings and parish meetings) | Hard copy | Copy fee |
| Agendas of meetings (as above) | Website Hard copy | Free Copy fee |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | Website Hard copy | Free Copy fee |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Website Hard copy | Free Copy fee |
| Responses to consultation papers | Website via minutes Hard copy | Free Copy fee |
| Responses to planning applications | Website via minutes Hard copy | Free Copy fee |
| Bye-laws | Not applicable | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (Hard copy or website) | |
| 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 | Website (if available) Hard copy (if available) | Free Copy fee |
| Policies and procedures for the provision of services and about the | Website (if available) | Free |

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| employment of staff: Internal instructions to staff and 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 Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy (if available) | Copy fee |
| Information security policy | Website Hard copy | Free Copy fee |
| Records management policies (records retention, destruction and archive) | Not available | |
| Data protection policies | Website Hard copy | Free Copy fee |
| Schedule of charges (for the publication of information) | Website Hard copy | Free Copy fee |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (Hard copy or website; some information may only be available by inspection) | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | | |
| Assets register | Hard copy | Copy fee |

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| 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 | Website Hard copy | Free Copy fee |
| Register of gifts and hospitality | Website Hard copy | Free Copy fee |
| 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 | (Hard copy or website); some information may only be available by inspection) | |
| Allotments | Website Hard copy | Free Copy fee |
| Burial grounds and closed churchyards | Not applicable | |
| Community centres and village halls | Not applicable | |
| Parks, playing fields and recreational facilities | Hard copy | Copy fee |
| Seating, litter bins, clocks, memorials and lighting | Hard copy | Copy fee |
| Bus shelters | Not applicable | |
| Markets | Not applicable | |
| Public conveniences | Not applicable | |
| Agency agreements | | |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | | |
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| Additional Information | | |

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| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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Contact details:

The Parish Clerk
c/o North West Leicestershire District Council
Council Offices
Coalville
Leicestershire
LE67 3FJ.

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 |
|--------------------------|--|------------------------|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost * |

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| | Photocopying @ 20p per sheet (colour) | Actual cost |
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| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
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* the actual cost incurred by the public authority