

## Information available from CALDECOTT 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 Website	
Who's who on the Council	See below	
Contact details for Parish Clerk  <b>Clerk:</b> Justina Medwell 5 Main Street Middleton Market Harborough LE16 8YU 01536 771232 clerk.caldecott@gmail.com	<b><u>Council Members</u></b>  <b>NICK CAMPBELL (CHAIR)</b> <a href="mailto:nick.campbell@daimler.com">nick.campbell@daimler.com</a>  <b>MARGARET BENNETT (VICE CHAIR)</b> <b>ANDREW DAVIDSON</b> <b>ANNETTE LARNER</b> <b>BOB PITT</b> <b>MIKE TOBIN</b> <b>CHRIS BROWN</b>	
Location of main Council office and accessibility details	The Council does not have a designated office. All files are maintained by the Clerk.  <b>Meetings are held in the Village Hall, Caldecott and commence at 7.30pm</b>	
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>	<p>Hard copy – contact Clerk Website</p>	
Annual return form and report by auditor	✓	
Finalised budget	✓	
Precept/Grant	✓	
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>	<p>Hard copy – contact Clerk Website</p>	
Parish Plan (current and previous year as a minimum)	✓	
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	
Neighbourhood Plan	Not applied for	
<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 Website</p>	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	The full Council meets on the 3 <sup>rd</sup> Thursday in January/March/May/July/September and November  Occasionally extraordinary meetings are required and details of all meetings are posted on the Parish Council notice boards located on the Lyddington Road and the Village Hall and website.	
Agendas of meetings (as above)	Displayed on the notice boards and website 3 clear working days before the meeting date	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	✓	
Responses to consultation papers	✓	
Responses to planning applications	✓	
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy – contact Clerk 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 Declaration of Acceptance of Office Cllrs. Register of Interests Policy statements	Not applicable ✓ Not applicable ✓ ✓ ✓ ✓	

	✓	
<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Training policy</p> <p>Adoption of Assets policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>No defined policy</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>No defined policy</p> <p>No defined policy</p> <p>As per this schedule</p> <p>✓</p> <p>✓</p>	
Information security policy	Partly Covered in Risk Assessment	
Records management policies (records retention, destruction and archive)	Partly Covered in Risk Assessment	
Data protection policies	✓	
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) Current information only	Hard copy – contact Clerk	
Allotments	✓	
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.caldecott-pc.gov.uk">www.caldecott-pc.gov.uk</a>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<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
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost

	Photocopying @ 40p 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>		

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