

## Information available from Narborough Parish Council under the Freedom of Information Model Publication Scheme

Information to be published:	How the information can be obtained: (website / hard copy) <small>Some documents may be available for inspection only</small>
Narborough Parish Council will supply one copy of any information listed free of charge, excluding postage costs if required. Multiple copies will be charged as per the Schedule of Charges at the end of this guide.	
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Working Groups	Website Hard Copy – contact the Parish Council office
Contact details for Parish Clerk and Council Members	Website Hard Copy – contact the Parish Council office
Location of main Council Office and accessibility details	Website Contact information on all Open Space Noticeboards
Staffing structure	Website Hard Copy – contact the Parish Council office
<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 Accounting Return forms and report by auditors	Website Hard Copy – contact the Parish Council office
Finalised budget	Website Hard Copy – contact the Parish Council office
Precept	Website Hard Copy – contact the Parish Council office
Financial Regulations	Website Hard Copy – contact the Parish Council office
Grants given and received	Website – Full Council minutes Hard Copy – contact the Parish Council office
List of current contracts awarded and value of contract	Website – Full Council minutes Hard Copy – contact the Parish Council office
Members' allowances and expenses	None given

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Development of Cemetery (new cremation area, enhanced flower beds, noticeboards, bins)	Website (budget, minutes) /contact Parish Council office Hard Copy – contact Parish Council Office
Parish Improvements (enhanced flower baskets, planting, Christmas lighting)	Website (budget, minutes, news) Hard Copy - contact Parish Council Office
Youth Activities (fun days, events)	Website (minutes, news)
Open Spaces (revised Byelaws, improved accessibility e.g. Thorpe Meadow)	Website (minutes, news) Hard Copy – contact Parish Council Office
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings	Website Hard Copy – contact the Parish Council office Notice boards
Agendas of meetings	Website Hard Copy – contact the Parish Council office Notice boards
Minutes of meetings	Website Hard Copy – contact the Parish Council office
Reports presented to council meetings	Website Hard Copy – contact the Parish Council office
Responses to consultation papers	Website (Minutes) Hard Copy – contact the Parish Council office
Responses to planning applications	Website (Minutes) Hard Copy – contact the Parish Council office
Byelaws	Website Hard Copy – contact the Parish Council office
<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 and the provision of services: Financial Regulations Standing Orders Code of Conduct Policy statements Complaints Procedure	Website Hard Copy – contact the Parish Council office Documents available for inspection at The Parish Centre

<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 The Parish Centre
Register of members’ interests	Website Hard Copy – contact the Parish Council office Documents available for inspection at Blaby District Council
Register of gifts and hospitality	Hard Copy – contact the Parish Council office
<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
The Parish Centre and Littlethorpe Village Hall	Contact the Parish Council office
Parks, playing fields and recreational facilities	
Seating, litter bins	
Services for which the council is entitled to recover a fee, together with those fees (e.g., room rental/cemetery charges)	
Burial Authority Services	
Christmas Lighting	
Summer Planters	
<b>Additional Information</b>	
Guide to Published Information (ICO)	Website Hard Copy – contact the Parish Council office

<b>Contact details:</b> Mrs Julie Whitehouse Clerk to the Parish Council Narborough Parish Council The Parish Centre Desford Road Leicester LE19 2EL	Office open: Monday/Tuesday/Thursday/Friday 9.30 am – 12.30 noon Wednesday closed  Tel: 0116 2863008 Email: <a href="mailto:clerk@narboroughparishcouncil.gov.uk">clerk@narboroughparishcouncil.gov.uk</a> <a href="http://www.narboroughparishcouncil.gov.uk">www.narboroughparishcouncil.gov.uk</a>
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## **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and is published as part of the guide.

No charges are made for the supply of one copy of any document produced by the Council, excluding postage costs if posting is requested. If multiple copies should be required, the charges for copying as shown below will apply. If you ask the Council to photocopy and post documents reasonable disbursements will be payable to cover such costs. You will be advised of any costs and these should be made prior to the release of any information.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Copying 0.05p / Paper and administration costs 9.5p
	Photocopying sheet (colour) Not available	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Supply of information not listed in the publication scheme.	£15.00 per hour for responding to requests for information not listed in the Council's publication scheme (minimum charge £15.00)	Based upon salary costs.
<b>Statutory Fees</b>		In accordance with the relevant legislation

Reviewed 12 November 2018 – Change of fee charges, Clerk and opening times

Reviewed 9 March 2020 – no amendments

Reviewed March 2021 – minor amendments on priorities and additional noticeboards

Reviewed March 2022 - amendment on page 3, class 7, to include Burial Authority Services, Christmas lighting and Summer planting