

**Whetstone Parish Council**  
**Information available under the model publication scheme**

**Website: [www.whetstoneparishcouncil.gov.uk](http://www.whetstoneparishcouncil.gov.uk)**

<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>		
Who's who on the Council and its Committees	Website Whetstone Parish Council Notice Board Hard Copy – Contact Clerk	Free Free Free
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Whetstone Parish Council Notice Board Hard Copy – Contact Clerk	Free Free Free
Location of main Council office and accessibility details	Whetstone Parish Council, Council Offices, Cemetery Road, Whetstone, Leicester, LE8 6LL. Office Hours 9.00-4.00 p.m. Details Available on Website	Free
Staffing structure	Website Hard Copy – Contact Clerk	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 - Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy – Contact Clerk Website	£1.00 Free
Finalised budget	Hard Copy – Contact Clerk Website	10p/sheet
Budget Summary Published with Council Tax Demands	Website – BDC link sent with Council tax bill Extra Copies - Contact Clerk	Free 10p/sheet
Precept	Website Hard Copy – Contact Clerk	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hard Copy – Contact Clerk	Free 10p/sheet
Grants given and received	Website (Council & Committee Minutes) Hard Copy – Contact Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Website (Council & Committee Minutes) Hard Copy – Contact Clerk	Free 10p/sheet

<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections, and reviews		
Parish Appraisal – Previous plan available	Hard Copy – Clerk Website	£1.50 Free
Annual Report to Parish Meeting	Website Hard Copy – Contact Clerk	Free 10p/sheet

<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 Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Parish Notice Board Hard Copy – Contact Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Minutes available for inspection at Council Offices Hard Copy – Contact Clerk	Free Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as confidential to the meeting.	Reports available for inspection at Council Offices Hard Copy – Contact Clerk	Free 10p/sheet
Responses to consultation papers	Website (Minutes) Responses available for inspection at Council Offices Hard Copy – Contact Clerk	Free Free 10p/sheet
Responses to planning applications	Website (Minutes) Responses available for inspection at Council Offices Hard Copy – Contact Clerk	Free Free 10p/sheet
Bye-laws	Inspection at Council Offices Hard Copy – Contact Clerk	Free 10p/sheet

<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: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements & Mission Statement	Website Documents available for inspection at Council Offices Hard Copy – Contact Clerk	Free Free 10p/sheet

Policies and procedures for the provision of services and about the employment of staff: Job Descriptions Terms of Employment Complaints procedure / Data Protection Scheme	Documents available for inspection at Council Offices Hard Copy – Contact Clerk	Free  10p/sheet
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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Documents available for inspection at Council Offices Hard Copy – Contact Clerk	Free  10p/sheet
Register of members' interests	Website – <a href="http://WWW.Blaby.gov.uk">WWW.Blaby.gov.uk</a> Documents available for inspection at Council Offices Hard Copy – Contact Clerk	Free  10p/sheet
Register of gifts and hospitality	Documents available for inspection at Council Offices Hard Copy – Contact Clerk	Free  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		
	Website Documents available at Council Offices Contact Clerk for information available	Free  10p/sheet
<b>Additional Information</b> Freedom of Information Publication Scheme Guidance Notes Cemetery Records of the Whetstone Burial Authority (Limited Information) Deeds Information relating to plots within Whetstone Cemetery ( Limited Information dependant on Requester)		
	Website  Documents available at Council Offices Contact Clerk for information available	Free  10p/sheet

## Contact details:

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## 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 & Administration Charge 9.5p per copy
	Photocopying (colour) @25p per sheet	Copying 15.5p, Paper & Administration Charge 9.5p per copy
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Supply Information not listed in publication scheme</b>	£20 per hour for responding to requests for information not listed in the Councils Publication Scheme (Minimum Charge £20)	Actual average salary costs per hour
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation