

## Information available from Blisworth Parish Council under the Model Publication Scheme to be formally adopted by the Council by resolution on ---15<sup>th</sup> May 2018

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            Blisworth Parish Council is the primary tier of local government, charged with carrying out certain functions and responsibilities within the parish of Blisworth. The council has a number of powers and undertakes a variety of activities and is responsible for the maintenance of street lighting and open spaces. The council consists of 11 councillors. Elections are held every 4 years and candidates who wish to become councillors are elected by those on the Register of Electors for the polling district of Blisworth by those entitled to vote. Any Councillor vacancy that arises during the 4 year period is filled by either by bye-election or if no candidates for election come forward by co-option. Councillors so elected serve for the 4 year period. The Council Officers are those of the Chairman and Vice Chairman – positions filled by councillors elected annually from amongst themselves. The council employs a Clerk whose role is to both advise the Council on legal and administrative matters and implement its policies and decisions. The Council also contracts with third party businesses for services such as village maintenance.</p>	<p>Blisworth Parish Council Websites :-  <a href="http://www.blisworthparishcouncil.org.uk">www.blisworthparishcouncil.org.uk</a> or  <a href="http://www.blisworth.org.uk">www.blisworth.org.uk</a>            Information is also published in newsletter – ‘Round and About’ distributed 6 times per year.</p>	<p>See details at end of this table</p>
<p><b>Who’s who on the Council.</b>            The current members of the Council are , Cllrs Colin Gardner, Linda Lee Steve Billing, Tony Hillier, Marguerite Field, Paulette Kennedy, Di Burgoyne, June Hawkins, and Dave Dalton.</p>	<p>This information and email addresses/phone numbers are also available on the website</p>	
<p>Contact details for Parish Clerk – Vivien Hartley, 17 Dean’s Row, Gayton, Northampton, NN7 3HA. Tel 01604 858360, email: <a href="mailto:blisworthparishcouncil@gmail.com">blisworthparishcouncil@gmail.com</a></p>		
<p>Location of main Council office and accessibility details – as in Clerk’s details above</p>		
<p><u>Staffing structure</u>            The Clerk and Responsible Financial Officer has a Contract of Employment for</p>	<p>Details available from the Clerk</p>	

50 hours per month.		
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>The Council receives most of its income from Council Tax by way of a precept from South Northants Council. For the Financial Year 2018/19 this amounts to £33,000. Other income comes from a rebate from HMRC for VAT paid by the Council.</p> <p>Payments are submitted by the Clerk and approved by the Council at its meetings. Approved payments are made by cheque signed by 2 of the authorised signatories.</p>	The Council's accounts are externally audited on an annual basis (further details below).	
<p><u>Annual return form and report by auditor</u></p> <ul style="list-style-type: none"> <li>Once agreed and signed off by the Auditor, a Public Notice to that effect is posted. The Annual <b>Governance Statement 2017/18</b> is held by the Clerk and is available for inspection.</li> </ul>	The Notice is displayed on the designated Parish Council Notice Board in the Stoke Road, Blisworth for a minimum of 14 days. Viewing by arrangement with the Clerk.	
<p><u>Finalised budget</u></p> <p>Once finalised and approved by the Council, the annual budget is implemented at the start of each financial year commencing April 1<sup>st</sup>.</p>	Viewing by arrangement with the Clerk	
<p><u>Precept</u></p> <p>The Precept is decided upon by the Council, normally around the calendar year end and submitted to South Northamptonshire Council in January each year. For the Financial Year 2018/19 this amounts to £33,000.</p>	Information on the precept is found in the Minutes of the meeting at which it was agreed – December 2016.	
Borrowing Approval letter – The council currently has no borrowing arrangements.		
Financial Standing Orders and Regulations – these were adopted in May 2018	Viewing by arrangement with the Clerk	
Grants given and received – the Council receives no grants directly. It can make grants to voluntary and community organisations under the terms of Section 137 of the Local Government Act 1972. In the financial year to 31.3.17 it received an SNC grant of £4000 for the play area equipment.	Viewing by arrangement with the Clerk	

Members Allowances and Expenses- Councillors are entitled to claim allowances and expenses associated with the discharge of their role or function as a Council Member. In the financial year to 31.3.18 no claims were made.		
List of current contracts awarded and value of contract – the Council holds annual contracts with Brown and Barden for grass cutting and associated works for £5000, and Marcus Young for emptying dog bins for £910.	Viewing by arrangement with the Clerk	
<b>Class 3 – What our priorities are and how we are doing</b>		
Blisworth Parish Plan - It is used by the Parish Council to address local needs and wishes and manage change within Blisworth community.	Viewing by arrangement with the Clerk	
Annual Report to Parish – the Annual Parish Meeting is held in May each year and minuted in the normal way.	Agendas and Minutes are posted and displayed as for any normal meeting.	
Quality status – clerk obtained CiLCA qualification in 2012		
<b>Class 4 – How we make decisions</b>	Viewing by arrangement with the Clerk	
The Council operates under Standing Orders, adopted in May 2017. Decisions are taken by simple majority voting.		
Timetable of meetings – meetings are held monthly on the first Monday (If this is a bank holiday the meeting will be held on either the following Tuesday or Monday by arrangement) at 7.30pm in the Village Hall.		
Agendas of meetings – agendas for all meetings are published 5 clear working days before the meeting.	The agenda is displayed on the 5 village notice boards and official PC board in Stoke Road, Blisworth.	
Minutes of meetings – All meetings of the Parish Council are formally minuted by the Clerk.	Approved Minutes are displayed on the Website and Stoke Road notice board. Unapproved minutes may be viewed by arrangement with the	

	Clerk	
Reports presented to council meetings – Reports from outside bodies and committees are, when available, circulated with the Agenda. Where this is not possible or when an update to the previously circulated information is required, reports are presented verbally at the meeting.		
Responses to consultation papers – External consultation papers are circulated to Councillors in advance of meetings and then placed on the Agenda for consideration at the next meeting. The Clerk then sends the agreed response where one is forthcoming.	Viewing by arrangement with the Clerk	
Responses to planning applications – Planning Applications, normally received by post are included on the Agenda of the next meeting. An email is also forwarded to the sub-committee leader giving details of the application and this is followed up by the plans. Where the deadline for response falls before the next meeting (particularly if it is a controversial application)the Clerk convenes an extraordinary meeting, for which and agenda is prepared and posted as normal. The Clerk sends the agreed response from the Council to South Northants Council (the Planning Authority) or in the case of Appeals to the designated Appeals Office.	Responses to Planning Applications may be viewed by arrangement with the Clerk.	
<p><b>Class 5 – Our policies and procedures</b></p> <p>The Council's policy is to adhere to national and local guidance issued by the National Association of Local Councils and other relevant bodies and wherever possible to adopt and customise Codes of Practice and similar model polices:</p> <ol style="list-style-type: none"> <li>1) I Standing Orders – Standing Orders – Blisworth Parish Council May 2017</li> <li>2) Delegated Authority in respect of officers – Standing Orders and Financial Regulations</li> <li>3) Code of Conduct – first adopted July 2012 (revisited May 2017)</li> <li>4) Policy Statements – Blisworth Parish Council</li> <li>5) Risk management – reviewed May 2017</li> <li>6) Health and Safety Policy – not required as less than 5 staff</li> <li>7) Policy and Procedure for handling requests for information – ICO Model</li> </ol>	View on website or by arrangement with the Clerk	

Publication Scheme – adopted -----2017 8) Complaints Procedure – policy adopted -----2017 9) Information Security Policy – no codified policy 10)Records Management Policies – NALC Guidelines 11)Data Protection Policies – no codified policy		
<b>Class 7 – The services we offer</b> The Council assists with the following services:	website; (some information may only be available by inspection by arrangement with the Clerk )	
Community centres and village halls		
Village Green and recreational facilities on it.		
Seating, litter bins, and lighting		

**Contact details: Clerk to the Council**

**17 Dean's row**

**Gayton**

**Northampton, NN7 3HA. Tel 01604 858360, email blisworthparishcouncil@gmail.com**

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class