

Information available from Market Overton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>John Southerington Parish Clerk Market Overton Parish Council 5 Bridle Close Melton Mowbray Leicestershire LE13 0SW</p> <p>01664 – 411600 john@southeringtons.co.uk</p> <ul style="list-style-type: none"> • Act as a consultation body for Rutland County Council • Look into local issues (for example, affordable housing) • Comment on planning applications • Maintain or make sure that maintenance is carried out on trees, grass verges, bus shelters and so on. • Enhance the local environment by organising the planting of trees and plants. • Support local organisations financially by S137 Grants. • Approve bi-laws 	<p>Website Parish Notice Board</p> <p>Website</p>	
<p>Who's who on the Council</p>	<p>Website Parish Notice Board</p>	
<p>Contact details for Parish Clerk John Southerington 5 Bridle Close, Melton Mowbray, Leics LE13 0SW 01664-411600 john@southeringtons.co.uk</p>	<p>See Class 1 Website Parish Notice Board</p>	

<p>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)</p> <p>Current and previous financial year</p>	<p>Hard Copy – contact Clerk</p> <p>Hard Copy – contact Clerk</p>	<p>10p/sheet</p>
Annual return form and report by auditor	Hard Copy – contact Clerk	10p/sheet
Finalised budget	Hard Copy – contact Clerk	10p/sheet
Precept	Hard Copy – contact Clerk	10p/sheet
Grants given and received	Hard Copy – contact Clerk	10p/sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Hard Copy – contact Clerk</p> <p>Parish Plan</p>	<p>10p/sheet</p> <p>£ 2.00</p>
Parish Plan	Hard Copy – contact Clerk	£ 2.00
Annual Report to Parish	Hard Copy – contact Clerk	10p/sheet
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	<p>Parish Council Meeting.</p> <p>Minute Book</p> <p>Parish Notice Board</p>	
Timetable of meetings	Parish Notice Board	
Agendas of meetings (as above)	Parish Notice Board	
Minutes of meetings (as above)	Parish Notice Board Website	
Reports presented to council meetings	Parish Council Meeting	
Responses to consultation papers	Website	
Responses to planning applications	Website	
Bye-laws	Website	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	<p>Website</p>	

Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard copy – contact Clerk	10p/sheet
Class 6 – Lists and Registers	some information may only be available by inspection	
Assets Register	Hard copy – contact Clerk	10p/sheet
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)	Hard copy – contact Clerk	R.C.C.
Register of members' interests	To be viewed with Clerk	
Register of gifts and hospitality	To be viewed with Clerk	
Class 7 – The services we offer		
Seating, litter bins, maintain church clock and street lighting		
Bus shelter		
Markets		

**Contact details: John Southerington – Parish Clerk
5 Bridle Close, Melton Mowbray, Leicestershire. LE13 0SW**

Telephone – 01664 – 411600 john@southeringtons.co.uk

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
	Postage	Actual cost of Royal Mail standard 2 nd class

**Adopted by Market Overton Parish Council at its meeting on Wednesday
3rd December 2008**

.....
Cllr. M. Crowther – Chairman

3rd December 2008