

GREAT GLEN PARISH COUNCIL
FREEDOM OF INFORMATION ACT 2000
PUBLICATION POLICY

Information available from Great Glen Parish Council under the Model Publication Scheme is listed in this document. Information may be requested from the Clerk in writing and will be made available as soon as is practicable. Information can be obtained from our website and also in hard copy in writing from the Clerk for the following fees: 15p per sheet, A4, black and white photocopy, 30p per copy for colour. In addition, there will be an admin charge of £25 per hour or part thereof, minimum charge of £25 at council's discretion.

Class 1 – Who we are and what we do

Contact Details

Great Glen Parish Council, The Parish Office, Glendale House, 1 Church Road, Great Glen, Leicestershire LE8 9EF.

Tel: (0116) 259 3004

Mobile : 07769 812203

Email: clerk@greatglen-pc.gov.uk

Website: <https://www.greatglen-pc.gov.uk/>

Parish Council of 11 Councillors

All may be contacted through the parish office:

- Cllr B Gasper
- Cllr Mr. T. Gascoigne
- Cllr Mrs L J Andrews
- Cllr A Duerden
- Cllr A. Parrott
- Cllr Mrs V Hawes
- Cllr J Grudgings
- Cllr Mrs J O'Neill
- Cllr Mrs G Warden
- Cllr K Russell
- Cllr J Laird

Five Committees - Recreation; Planning; Staffing; Finance and Policies

- **Recreation:** Cllrs. Grudgings, Andrews, Hawes, Parrott, Duerden, O'Neill, Warden and Gasper,
- **Planning:** Cllrs. Andrews, Gasper, Hawes, Parrott, Grudgings, Warden and Gascoigne
- **Staffing:** Cllrs. O'Neill, Hawes, Gasper , Grudgings, and Gascoigne
- **Finance:** Cllrs. Parrott, Gasper, Andrews O'Neill and Gascoigne

- **Policies:** Cllrs. Andrews, Glasper; Hawes, Grudgings, O'Neill and Parrott

One Officer (Clerk to the Council), **4 part time staff** (2x Part time admin assistant, a Communities Resources Officer and Cleaner), all staff report to the Clerk to the Council (Mrs L A Sanderson)

Class 2 – What we spend and how we spend it

Our standing Orders and Financial Regulations stipulate how money is spent. Precept money is received from Harborough District Council. Information available: (Previous information available in archives)

- Internal Auditors Report 2018/2019 + 2019/2020
- Annual returns from auditors 2018/2019 & 2019/2020
- Budget 2018/2019 & 2019/2020
- Approved Borrowing £20,000 over 20 years PWLB
- Financial Regulations 20219
- Standing Orders
- The Great Glen Neighbourhood Plan

Grants received up until 31.09.2020

- V E Day Celebration Grant £500
- Summer Sports Training £4,700
- Neighbourhood Planning Grant £1,500
- Skate Park Refurbishment £4,093

Grants given 2019/2020

- None

List of current contracts awarded and their value:

- Grounds, Garden and Tree Maintenance - £37,000 in 2019/20
- Dog waste bins - £1,500 approx. p.a. in 2019/20
- General Waste and Litter bins £2,000

Members Allowances and expenses:

- Chairman's allowance - £150.00 pa

Class 3 – What our priorities are and how we are doing

The main objective of the council is the new Community Hub building, This will be built on the site of the current Village Hall and Youth Club. The Parish Office will relocate there and hopefully the doctor's surgery.

Other Priorities are the Refurbishment of the Play Park.

Class 4 – Our policies and procedures

Currently available policies/procedures for the conduct of Council business:

Standing orders inc. Terms of Reference for Recreation, Staffing, Finance and Planning Committees please see website for all updated policies.

Delegated Authority in respect of officers, stipulated in financial regulations.

Code of conduct May 2020 adopted by Great Glen PC November 2020

And also Financial Regulations.

Policies and procedures for the provision of services/employment of staff:

- Media Policy
- Equal Opportunities Policy
- Grants Policy
- Statement of Internal Controls
- Grievance & Disciplinary Procedure
- Grant Application Policy
- Job Descriptions
- Health & Safety Policy
- Freedom of Information Policy

Class 5 – Lists and Registers

Lists currently maintained:

- Assets register
- Register of members interests

Class 6 – The services we offer

Information about the services we offer:

- Burial Grounds – regulations
- Seating, litter bins, dog bins, clocks, memorials, lighting, grass cutting
- Bus shelters
- Youth Centre
- Car Park
- Changing Rooms
- Christmas Lights Display
- Agency agreement with Leicestershire County Council

Great Glen Parish Council receives a fee for burials services and hire of the Youth centre.