

Information available from Slip End 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 Slip End Parish Council comprises 7 members (Parish Councillors) and one Clerk. The Council meets on the first Monday of every month (excluding August) at the Village Hall.</p>	<p>Agendas and Minutes are available on the website slipend.co.uk, or via the Clerk Agendas are also posted on the village notice boards.</p>	
<p>Our current members are Ken Crossett (Acting Chair) Philip Penman Steve Fuell Janet Crawley Geoff Daniel Sarah Minnighan (we have one vacancy)</p>	<p>The contact details for all members are available via the Clerk, on the Slip End Website (slipend.co.uk) or in the Parish News magazine.</p>	

The Parish Clerk is Nikki West	The Clerk can be contacted on 01582 402312, at 43 Summer Street, Slip End, LU1 4BL and at parishclerk@slipend.co.uk .	
We do not have a council office, but the Clerk holds all Parish Council paperwork & information – please contact her to make an appointment.		
Staffing structure – The Clerk is the only direct employee of Slip End Parish Council		
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	All audited accounts for recent years are available to view on request – please contact the clerk. Notices regarding the annual audit are posted on the main noticeboard.	

Finalised budget	For 2008-9 our budget was £62,468. Details are available from the Clerk and published on the website via the minutes.	
Precept	For 2006-7 the precept was £20,931 For 2007-8 the precept was £20,751 For 2008-9 the precept was £56,237. Further details provided in minutes and available on the website or from the Clerk.	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	These are available upon request from the Clerk.	
Grants given and received	All grants given and received are minuted. Please contact the Clerk if you require specific information.	
List of current contracts awarded and value of contract	One contract for gardening services has been awarded to the Country Garden Services. Further details are	

	available from the Clerk.	
Members' allowances and expenses	Members' allowances are £120 per annum. The Chair receives an additional allowance of £150.	
Class 3 – What our priorities are and how we are doing		
Parish Plan – Slip End Parish Council is currently in the process of considering producing a Parish Plan. This will be a project for 2009-10, although initial work may begin at the end of 2008-9.		
Annual Report to Parish or Community Meeting	The Annual Report is presented by the Chair of the Parish Council at the May meeting. It is included as an appendix to the May minutes which are available online at the website or by request from the Clerk. An updated version is also printed in the global issue of the Parish News in October.	
Quality Status – Slip End Parish Council will consider applying for Quality Status once the Parish Plan is in place and other preparatory work has been completed.		

Class 4 – How we make decisions	Decisions are made at Parish Council meetings. Currently these are all minuted, but the council is considering introducing a Decision Digest.	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Meetings take place on the first Monday of every month (exc. August). A timetable of future meetings is printed in the Parish News and is available from the Clerk. Occasionally there will be additional meetings to discuss planning applications and budget matters.	
Agendas of meetings (as above)	Agendas are posted on the village noticeboards at the following locations: Slip End Corner Shop, Manor Road Woodside, Half Moon Lane Pepperstock (inside bus shelter). Whenever possible they are also displayed on the Slip End	

	Lower School noticeboard and the St Andrews Church Noticeboard. They are on the website and available as hard copy or by email from the Clerk on request.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	All approved minutes are on the slipend.co.uk website and hard or emailed copies are available from the Clerk upon request	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Where appropriate any reports will be included as appendices to the minutes of the meeting.	
Responses to consultation papers	Where appropriate such responses will be attached as appendices to the minutes of the meeting, or copies will be available from the Clerk upon request.	
Responses to planning applications	The response of the Parish Council to any planning applications will be noted in the minutes and copies of the letters	

	from the Clerk to the District Council are available upon request from the Clerk.	
Bye-laws	A file of bye-laws is held by the Clerk and is available to view upon request.	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Our Emergency (contingency) Plan is reviewed annually. A full Risk Assessment document will be available during 2009.</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Copies of both our Standing Orders and our Financial Standing Orders are available on request from the Clerk.</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy</p>		

Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)	This will be covered in our Risk Assessment Policy to be produced in 2009.	
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	The Assets register is available on request from the Clerk	
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)		
Register of members' interests	This register is maintained by the Clerk and is available to view upon request	
Register of gifts and hospitality	This register is maintained	

	by the Clerk and is available to view upon request.	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	The allotments in Slip End are not run by the Parish Council.	
Burial grounds and closed churchyards	We collect the precept for Aley Green Cemetery. We provide ground maintenance services to St Andrews Churchyard. Details are available from the clerk on request.	
Community centres and village halls	Please contact the Village Hall Management Committee or The Playing Fields Committee (for Peter Edwards Hall). Contact details for both is provided in the Parish News Magazine or is	

	available on the website or from the Parish Clerk.	
Parks, playing fields and recreational facilities	Crawley Playground in Slip End is managed by Slip End Parish Council and further information is available from the Clerk.	
Seating, litter bins, clocks, memorials and lighting	Please contact the Clerk for information on all seating and litter bins. For information on streetlighting contact Bedfordshire Highways.	
Bus shelters	Please contact the Clerk regarding the bus shelters within the Parish	
Markets	There are no markets within Slip End Parish	
Public conveniences	There are no public conveniences within Slip End Parish.	
Agency agreements	Not applicable.	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. The table below is the recommendation we have been given as a council. Until further notice small documents comprising two or three sheets of printed paper will be issued free of charge. A charge of no more than 10p per sheet may be charged for larger documents. Postage will be charged at the actual cost. There will be no charge for email documents to residents of this parish.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail

		standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority