Information available from Sibbertoft Parish Council under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the Open Government Licence.

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	**How the information can be obtained**	**Cost**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website) Information and contact details for the current Councillors and Clerk are available from the website Sibbertoft Parish Council –	

Sibbertoft Parish Council is the primary tier of local government, charged with carrying out certain functions and responsibilities within the Parish. To that end, the Council has a number of powers and undertakes a wide variety of activities, from being responsible for the maintenance of street lighting and open spaces, installation and maintenance of play equipment, and mowing of parish verges. The Council consists of 7 Councillors. Elections are held every 4 years and candidates who wish to become Councillors are elected by those entitled to vote at the time of an election. Any Councillor vacancy that arises during the 4-year period is filled either by means of a bye-election or, if no candidates for election come forward, by co-option. Councillors so elected or appointed serve for the duration of the 4-year term. The Council Officers are those of Chairman and Vice Chairman, positions that are 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 to implement its policies and decisions. The Council also contracts with third party businesses for services such as village mowing. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Serving the people of Sibbertoft	
Who's who on the Council and its Committees Current Councillors details can be found on the parish website. To assist with the day-to-day workings and the discharge of its functions the Council can allocate work to Committees or working parties, which cannot make decisions, but they do offer recommendations to the full Council.	This information is also available on the website Sibbertoft Parish Council – Serving the people of Sibbertoft	
Contact details for Parish Clerk and main council office (named contacts where possible with telephone number and email address (if used)) Mrs Clare Valentine The Parish Clerk, c/o 20 Styles Place, Yelvertoft, Northamptonshire, NN6 6LR Tel **07708 656803** email: clerk@sibbertoftpc.co.uk website Parish Council | Sibbertoft Village The Clerk can arrange to meet people by appointment only.	This information is also available on the website Sibbertoft Parish Council – Serving the people of Sibbertoft	
Staffing structure		

The Clerk and Responsible Financial Officer has a contract of employment for 25 hours per month.		
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) Current and previous financial year as a minimum The Council receives the majority of its income from Council Tax, in the form of a precept from West Northamptonshire Council. Additional income is received in the form of interest paid on funds held in our bank accounts, fees from our principle authority for agency grass cutting and rebates; from HM Revenue & Customs, for VAT paid by the Council. Payments are submitted by the Clerk and approved by the Council at its monthly meeting. Approved payments are made by BACS transfer, cheque, signed by or authorised by any two of the authorised signatories; some utilities are paid by direct debit.	(hard copy or website) This information is also available on the website Sibbertoft Parish Council – Serving the people of Sibbertoft Please contact the Clerk	
Annual return form and report by auditor Sibbertoft Parish Council is able to certify itself as exempt or request a limited assurance review with neither income or expenditure exceeding £25,000. Under the Accounts and Audit Regs 2015, the Parish Council publish the relevant reports as required and information. Viewing also by arrangement with the Clerk.		
Finalised budget Once finalised and approved by the Council, the annual Budget is implemented at the start of each financial year starting 01 April.		
Precept The Precept is decided upon by the Council, normally around the calendar year end and submitted to WNC in January each year.		

Borrowing Approval letter The Council currently has no borrowing arrangements in place		
Financial Standing Orders and Regulations Reviewed and adopted annually		
Grants given and received The PC may apply for grant funding for projects. The Council makes grants to voluntary and community organisations.		
List of current contracts awarded and value of contract The Council currently holds an annual contract with Leicestershire Gardens for Mowing. Expenditure is published on the agenda and in the minutes.		
Members' allowances and expenses Councillors are entitled to claim expenses associated with the discharge of their role and / or function as a Council Member.		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website) Please contact the Clerk or This information is also available on the website Sibbertoft Parish Council – Serving the people of Sibbertoft	
Parish Plan (current and previous year as a minimum) Village Design Statement		

Annual Report to Parish or Community Meeting (current and previous year as a minimum) Published agenda and minutes available on the website.		
Quality status Sibbertoft Parish Councils aims to achieve quality status….		
Local charters drawn up in accordance with DCLG guidelines		
Sibbertoft Parish Council members adopt the code of conduct.		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum The Council operates under Standing Orders that were reviewed in October 2021 Decisions are taken by simple majority voting; some day-to-day operational decisions are devolved to the Clerk.	(hard copy or website) This information is also available on the website Sibbertoft Parish Council – Serving the people of Sibbertoft Please contact the Clerk	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) The meetings of the full Parish Council are held on the first Tuesday of each month, normally starting at 8.00pm. No meetings in August and January		
Agendas of meetings (as above) The Agenda for each full meeting of the Council, together with minutes from Committees is published 3 clear working days before the Meeting		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. All meetings of the Parish Council and its Committees are formally minuted. Minutes are taken by the Clerk or nominated person. For all other meetings, where appropriate, a note of the meeting may be taken. Minutes of Working Parties and reports (written or verbal) of other meetings are submitted to the full Council, for consideration at the monthly meeting..		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. Reports from Outside Bodies and Committees are, when available, circulated with the Agenda. Where this is not possible or where		

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 full Meetings and then placed on the Agenda for consideration at the next full Meeting. The Clerk then sends the agreed response, where one is forthcoming. On occasions, where the deadline for response is short, a response will be sent either by the Clerk and the response circulated to all Councillors		
Responses to planning applications Planning Applications are included on the Agenda for the next full Meeting of the Council. Where the deadline for response falls before the date of the next full Meeting, the Clerk will request an extension to the deadline to response. If this is not granted the Clerk convenes a meeting, for which an Agenda is prepared and posted in the normal way. The Clerk then sends the agreed response, in writing to West Northamptonshire Council (as the Planning Authority) or, in the case of Appeals, to the designated Appeals office.		
Bye-laws		
All areas of Open Space are covered by West Northamptonshire Council Dog Control orders		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only 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 policies. 1. Procedural standing orders 2. Delegated authority in respect of officers - Standing Orders and Financial Regulations 4. Code of Conduct – re-adopted May 2021 5. Policy statements	(hard copy or website) Please contact the Clerk or This information is also available on the website Sibbertoft Parish Council – Serving the people of Sibbertoft	

Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
<u>Policies & procedures for the provision of services and the employment of staff</u> 1. Councillor and Clerks Expenses Policy 2. Terms of reference for Planning Committee 3. Training statement of Intent 4. Financial Regulations 5. Standing Orders 6. Equal Opportunities Policy 7. Statement of Intent as to Community Engagement 8. Procedures for Applying for a Parish Council Grant 9. Confidentiality Policy 10. Complaints Procedure 11. Review of effectiveness of Internal Audit 12. Code of Conduct 13. General Risk Assessment 14. Disciplinary; Grievance; Sickness & Absence Policies 15. Health & Safety 16. Lone Worker Policy 17. Habitual & Vexatious Policy Schedule of charges – see footnote to this Guide		
Information security policy		

Data Protection Officer – NCALC		
Records management policies (records retention, destruction and archive).		
Data protection policies – GDPR & Data Protection Policy		
Schedule of charges (for the publication of information) See schedule of charges		
Class 6 – Lists and Registers Currently maintained lists and registers only 1. Publicly available register or list - Planning Register 2. Assets Register - held electronically on computer 3. Register of members' interests - details held by Clerk and available on Website 4. Register of Training attended.	(hard copy or website; some information may only be available by inspection) This information is also available on the website Sibbertoft Parish Council – Serving the people of Sibbertoft Contact the Clerk for an appointment	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register		
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		
Register of gifts and hospitality		
Class 7 – The services we offer	(hard copy or website; some information may only be available by	

The Council either provides directly or assists with provision of the following services	inspection) This information is also available on the website Sibbertoft Parish Council – Serving the people of Sibbertoft Contact the Clerk for an appointment	
1. Parks, and recreational facilities 3. Seating, litter bins, dog bins 4. Grass cutting and grounds maintenance - via agreement with Principled Authority (Highways Act 1980 s136) 5. Provision, payment and maintenance of street lighting		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
No data		

Contact details:

Contact details:

Clerk to Parish Council
20 Styles Place
Yelvertoft
Northamptonshire
NN6 6LR
clerk@sibbertoftparishcouncil.gov.uk
07708 656803

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 @ 20p per sheet (black & white)	Actual cost
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class

Signed:  (Clare E Valentine, Clerk to the Council) Date: Readopted May 2026