

# Kilsby Parish Council

## Information available from Kilsby Parish Council under the Model Publication Scheme.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>Kilsby 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 11 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.</p>	<p>Information and contact details for the current Councillors and Clerk are available from the website <a href="http://www.kilsbyvillage.co.uk">www.kilsbyvillage.co.uk</a></p> <p>Parish Council information is also published in Kilsby Kronickle the Village newsletter, distributed bi-monthly to every house in the parish.</p>	<p>See details at end of this Table</p>

<p><u>Who's who on the Council</u>  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.  Kilsby Parish Council has a Planning Committee which can make decisions on plans for development of under 2 houses.</p>	<p>This information is also available in the monthly village newsletter and on the website <a href="http://www.kilsbyvillage.co.uk">www.kilsbyvillage.co.uk</a></p>	
<p><u>Location of main Council office</u>  Clerk – Catherine Camp  The Parish Clerk works from home, 18 Kilsby Road, Barby, Rugby CV23 8TT  Tel 01788 891184  email: <a href="mailto:parishcouncil@kilsbyvillage.co.uk">parishcouncil@kilsbyvillage.co.uk</a>  The clerk can arrange to meet people by appointment only.</p>		
<p><u>Staffing structure</u>  The Clerk and Responsible Financial Officer has a contract of employment for 12 hours per week and is available Wednesdays, Thursdays and Fridays.  Please leave a message on the answer phone if the Clerk is not available and she will return your call.</p>	<p>Details are available from the Clerk.</p>	
<p><b>Class 2 – What we spend and how we spend it</b>  The Council receives the majority of its <u>income</u> from Council Tax, in the form of a precept from Daventry District Council. Additional income is received in the form of interest paid on funds held in our bank accounts, fees eg from Northamptonshire County Council for agency grass cutting and rebates eg from HM Revenue &amp; Customs, for VAT paid by the Council.  <u>Payments</u> are submitted by the Clerk and approved by the Council at its monthly meeting. Approved payments are made by cheque, signed by or authorised by any two of the authorised signatories; some utilities are paid by direct debit.</p>	<p>The Council's accounts are externally audited on an annual basis (see below for further details). A Financial Report is presented to the Council at each full monthly Meeting.</p>	

<p><u>Annual return form and report by Auditor</u></p> <p>Once agreed and signed off by the Auditor, a public Notice to that effect is posted. The Annual Return and Audit Report by BDO is held in the Parish Office and is available for inspection there.</p>	<p>The Notice is displayed on the designated Parish Council Notice Board for a minimum of 14 days. Viewing by arrangement with the Clerk.</p>	
<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 starting 01 April.</p>	<p>Viewing by arrangement with the Clerk.</p>	
<p><u>Precept</u></p> <p>The Precept is decided upon by the Council, normally around the calendar year end and submitted to Daventry District Council in January each year.</p>	<p>Information on the precept is contained in the Minutes of the full Meeting at which it is agreed. Usually the December Meeting</p>	
<p><u>Borrowing Approval letter</u></p> <p>The Council currently has no borrowing arrangements in place</p>		
<p><u>Financial Regulations</u></p> <p>Financial Regulations were readopted June 2015.</p>	<p>Viewing by arrangement with the Clerk.</p>	
<p><u>Grants given and received</u></p> <p>The Council makes grants to voluntary and community organisations.</p>	<p>Viewing by arrangement with the Clerk.</p>	
<p><u>List of current contracts awarded and value of contract</u></p> <p>The Council holds an annual contract with S Hartwell for Mowing.</p>	<p>Viewing by arrangement with the Clerk</p>	

<p><u>Members' allowances and expenses</u> Councillors are entitled to claim expenses associated with the discharge of their role and / or function as a Council Member.</p>		
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Kilsby Parish Council are putting together a Neighbourhood Plan. This will be used by the Parish Council to address local needs and wants and to manage change within the community.</p>	<p>All information is on the website.</p>	
<p><u>Annual Report to Parish</u></p> <p>The Annual Parish Meeting is held between 1 March and 1 June of each year. It is open to all members of the parish and minuted in the normal way.</p>	<p>The Agenda for the Annual Parish Meeting must be displayed with 7 clear days notice and Minutes are posted and displayed as for any normal meeting.</p>	
<p><b>Class 4 – How we make decisions</b></p> <p>The Council operates under Standing Orders that were reviewed in May 2015. Decisions are taken by simple majority voting; some day-to-day operational decisions are devolved to the Clerk.</p>	<p>Viewing by arrangement with the Clerk.</p>	

<p><u>Timetable of meetings</u> The meetings of the full Parish Council are held on the first Tuesday of each month, normally starting at 7.30pm.</p>	<p>Meetings are held in Kilsby Village Hall.</p>	
<p><u>Agendas of meetings</u> The Agenda for each full meeting of the Council, together with minutes from Committees is published 3 clear working days before the Meeting.</p>	<p>The Agenda is displayed on the Parish Council Notice Board outside the Post Office.</p>	
<p><u>Minutes of meetings</u> 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.</p>	<p>Unapproved Minutes of Meetings of the full Council are displayed on the designated Parish Council Notice Board 10 days after the meeting.</p> <p>Agendas, un/approved Minutes, and other reports and notes of meetings can be viewed at the Council Office, on application to the Clerk.</p>	
<p><u>Reports presented to Council meetings</u> 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.</p>		

<p><u>Responses to consultation papers</u></p> <p>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.</p>	<p>Viewing by arrangement with the Clerk.</p>	
<p><u>Responses to planning applications</u></p> <p>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 convenes a meeting of the Planning Committee, for which an Agenda is prepared and posted in the normal way. The Clerk then sends the agreed response, in writing to Daventry District Council (as the Planning Authority) or, in the case of Appeals, to the designated Appeals office.</p>	<p>Responses to Planning Applications may be viewed by arrangement with the Clerk.</p>	
<p><u>Bye-laws</u></p> <p>All areas of Open Space are covered by Daventry District Council Dog Control orders</p>	<p>Bye-laws may be viewed on DDC website.</p>	

<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 policies.</p> <ol style="list-style-type: none"> <li>1. Procedural standing orders</li> <li>2. Delegated authority in respect of officers - Standing Orders and Financial Regulations</li> <li>4. Code of Conduct - adopted July 2012</li> <li>5. Policy statements</li> </ol>	<p>Viewing of any or all by arrangement with the Clerk.</p>	
<p><u>Policies &amp; procedures for the provision of services and the employment of staff</u></p> <ol style="list-style-type: none"> <li>1. Councillor and Clerks Expenses Policy</li> <li>2. Terms of reference for Planning Committee</li> <li>3. Training statement of Intent</li> <li>4. Financial Regulations</li> <li>5. Standing Orders</li> <li>6. Equal Opportunities Policy</li> <li>7. Statement of Intent as to Community Engagement</li> <li>8. Procedures for Applying for a Parish Council Grant</li> <li>9. Correct Procedure</li> <li>10. Confidentiality Policy</li> <li>11. Complaints Procedure</li> <li>12. Review of effectiveness of Internal Audit</li> <li>13. Code of Conduct</li> <li>14. Cemetery Risk Assessment</li> <li>15. General Risk Assessment</li> </ol>	<p>Viewing of any or all by arrangement with the Clerk</p>	

Schedule of charges – see footnote to this Guide		
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<p><b>Class 6 – Lists and Registers</b></p> <ol style="list-style-type: none"> <li>1. Publicly available register or list - Planning Register</li> <li>2. Assets Register - held electronically on computer</li> <li>3. Register of members' interests - details held by Clerk and available on Website</li> <li>4. Register of Training attended.</li> </ol>	<p>Available on DDC Planning portal</p> <p>Available on website</p>	
<p><b>Class 7 – The services we offer</b></p> <p>The Council either provides directly or assists with provision of the following services</p> <ol style="list-style-type: none"> <li>1. Parks, and recreational facilities</li> <li>2. Cemetery</li> <li>3. Seating, litter bins, dog bins</li> <li>4. Grass cutting and grounds maintenance - via agreement with Northants County Council (Highways Act 1980 s136)</li> <li>5. Provision, payment and maintenance of street lighting</li> <li>6. Potholes</li> </ol>	<p>Contact in the first instance, for any or all of these services is via the Clerk</p> <p>Contact NCC Highways via <a href="http://www.northamptonshire.gov.uk/streetdoctor">www.northamptonshire.gov.uk/streetdoctor</a></p>	

**Contact details:**

Clerk to Parish Council  
Hopthorne Farm  
18 Kilsby Road  
Barby, Rugby  
CV23 8TT  
Tel: 01788 891184  
[parishcouncil@kilsbyvillage.co.uk](mailto:parishcouncil@kilsbyvillage.co.uk)



## 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

Signed: ... *Catherine M Camp* ... (Catherine Camp, Clerk to the Council)

Date:..16 July 2015.....