

ENDERBY PARISH COUNCIL 2022-23

Information available from Enderby Parish Council under the model publication scheme

<p>Information to be published</p> <p>The Freedom of Information Act, 2000 gives a general right of access to all types of recorded information held by public authorities including the Parish Council, and sets out exemptions from that right and places a number of obligations on the public authorities. Any person who makes a request to a public authority for information must be informed whether the public authority holds that information and, subject to exemptions, supplied with that information.</p> <p>Under this Act, every public authority is required to adopt and maintain a Publication Scheme. This Scheme has to provide the public with a structured listing of any information released, with authorities undertaking a commitment to making it available to all. The Scheme must set out how it intends to publish the different classes of information it makes available and whether the public authority intends to charge for providing the information.</p> <p>ENDERBY PARISH COUNCIL'S PUBLICATION SCHEME</p> <p>As from 1st January, 2005, the Freedom of Information Act, 2000 has allowed the public access to information held by the Parish Council, whether that information is published or not.</p> <p>The Council's Publication Scheme is a complete guide to the information routinely published by the Council</p> <p>All publications (other than exempt publications) are available to view at the Parish Council's Offices in the Civic Centre by prior appointment with the exception of some Council archives which are deposited at the County Record Office, Long Street, Wigston – the Clerk to the Council will advise on this.</p> <p>Where possible, documents can be downloaded from the Parish Council website.</p>	<p>How the information can be obtained Contact the Clerk to the Council</p> <p>(See details below)</p>
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p>	<p>Enderby Parish Council Civic Centre, King Street, Enderby, Leicester LE19 4NT Tel No. 0116 2753711 E-Mail: clerk@enderbyparish.org Web Site Address: http://www.enderbyparish.org.uk/</p> <p>The Council's Functions/Powers are set out in the Committee functions arrangements listed under delegated powers under Section 101 of the Local Government Act, 1972.</p>
<p>Who's who on the Council and its Committees</p>	<p>2022-23</p> <p>Chairman of the Council: Cllr. J. Jones</p> <p>Vice Chairman of the Council: Cllr. J. O'Sullivan</p>

	<p>Members of the Council:- Cllr. Mrs V. Ellis Cllr. Ms. T. Green Cllr. F. O'Rorke Cllr. C. Adcock Cllr. P. Beeson Cllr. C. Tomlinson Cllr. A. Romankiw Cllr. E. Bryan Cllr. N. Grundy Cllr. W. Hetherington Cllr. Mrs. L. Richardson Cllr. Mrs. C. Cashmore Cllr. Miss. L. Cooper</p> <p>All Members of the Council serve on the Council and its Committees:</p> <ul style="list-style-type: none"> • Planning, • Recreation & Amenities, • Policy & Finance. <p>8 Members of Council and 8 Non-councillors serve on the Enderby Library Management Committee</p>
Contact details for Parish Clerk and Council Members	<p>Clerk to the Council / Responsible Financial Officer:</p> <p>Ms. S. Hansford Civic Centre, King Street, Enderby, Leicestershire, LE19 4NT clerk@enderbyparish.org</p>
Location of main Council office and accessibility details	<p>Council Offices are open on:- Monday - Friday : 9.00 a.m. – 12:00 Noon (Appointments may be made outside of these times by prior arrangement). Email: clerk@enderbyparish.org</p> <p>Answerphone messages may be left outside these times on Tel. No. 0116 2753711</p>
Staffing structure	<ul style="list-style-type: none"> • Clerk to the Council (Full-time) • Deputy Clerk (Part-time) • Administrator (Part-time) • Caretaker-Grounds Maintenance Assistant (Full Time) • Caretaker-Grounds Maintenance Assistant (Full Time) • Litter Picker/General Maintenance Assistant (Part-Time) • Cleaner, St John's Community Centre (Part-time).

Class 2 – What we spend and how we spend it	Financial Regulations adopted 25 th January 2017 (Revised August 2022) Details of Grants made and received are detailed below.
Finalised budget	Accounts for Financial Year ending 2022/2023 were submitted to the Council on 14 th June 2023.
Precept	Council Meeting held on 25 th January 2023 (Minute Reference 144/22) Precept for 2023/2024 - £ 238,434
Borrowing Approval letter	Public Works Loan Board Loan £57,000 for Acquisition of Civic Centre building was repaid in full, 20 th December 2022 - £63,226.19.
Financial Standing Orders and Regulations	Financial Regulations adopted 25 th January 2017 (Revised August 2022) Standing Orders adopted 9 th May 2018 (Amended 12 th September 2018)
Grants given and received (2019/2020)	Grants Given 2022/2023: King George V Playing Field Charity - £6,500 Maintenance Grant King George V Playing Field Charity - £306.00 (10% Profit from Jubilee Event). British Red Cross - £136.00 – Donation to Ukraine Humanitarian Appeal from sale of Sunflowers Royal British Legion - £17.00 – Purchase of Remembrance Wreath. Grants Received 2022/23: - Leicestershire County Council Shire Grant - £500 Grant for Enderby Community Library to purchase Display Boards to support Warm Spaces Provision. Blaby District Council Community Grant - £500 Grant to upgrade King Street Carpark lighting to LED lights.
List of contracts awarded and value of contract (2022/2023)	Refer to Parish Council Website: https://www.enderbyparish.org.uk/financial-transparency-2022-2023.html
Members' allowances and expenses	Members do not receive Allowances or claim Expenses.
Class 3 – What our priorities are and how we are doing (2022/2023) (Strategies and plans, performance indicators, audits, inspections and reviews)	(1) Christmas Lighting Scheme 2020-2023 – Blachere Illumination UK Ltd., (Year 1 £3,601.70+VAT, Year 2 £3,976.70+VAT Year 3, £3976.70+VAT). (2) Enderby New Cemetery Extension Land Acquisition £60,000 (Minute 45/20 – 8 th July 2020 & Policy & Finance Committee Minute PF/10/20). (3) Enderby Community Library. (4) Acquisition of additional Open Space areas within the Parish.
Parish Plan (current and previous year as a minimum)	Enderby Parish Plan 2008 Published 24 th November, 2007 Launched at Public Meeting on 30 th April, 2008.
Annual Report to Parish	Annual Parish Meeting was held 11 th May 2022.
Quality status	Application withdrawn on 23 rd January, 2008 (Minute 65 of Policy & Finance Committee meeting refers)

	Council meeting held on 13 th August, 2008 – Minute 47 – resolution (c) refers) – No further action be taken by the Council for the time being.
Local charters drawn up in accordance with DCLG guidelines	Member of the Blaby District Community Forum Council. The Parish Council supports the New Charter and Memorandum of Understanding between Leicestershire County Council and the Local Councils (Parish and Town Councils and Parish Meetings represented by Leicestershire & Rutland Associations of Local Councils) which sets out how they all aim to work together for the benefit of local people)
Timetable of meetings (Council, committee meetings and parish meetings)	The dates and times of meetings of the Council, Committees and Annual Parish Meeting were approved by the Annual Council meeting held on 11 th May 2022.
Agendas of meetings (as above)	Agendas for all meetings are published on the Wednesday preceding the date of meetings of Council/Committees on the Council's Web site and also on all Parish Council Notice Boards which are located at the Civic Centre (King Street) and Enderby Library entrance and also at Mill Lane, George Street, Coleridge Drive, Drummond Road, Cross Street, Enderby Parish Church entrance hall, Trinity Road, and Packhorse Drive (St Johns Community Centre)
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Can be inspected at the Civic Centre, King Street, Enderby during Office Hours listed above and on the Council's Web-site: http://www.enderbyparish.org.uk/council-meetings.html
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. Staffing Reports are not for Public Circulation.	Ditto
Responses to consultation papers	Ditto
Responses to planning applications	Ditto
Bye-laws	Ditto
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	All documents on the Council's Policies and Procedures can be inspected at the Council Offices, King Street, Enderby or via the website https://www.enderbyparish.org.uk/policy-and-information.html and include the following documents:- Health & Safety Policy Adopted 12 th October 2022. Fire Risk Assessment Adopted 22 nd January 2014 Financial Regulations Adopted 10 th August 2022. Complaints Procedure Adopted 14 th December 2022. Burial Rules & Regulations for the Maintenance of Enderby New Cemetery Adopted 13 th October 2021. Protocol For The Recording/Filming of Council/Committee Meetings Convened by Enderby Parish Council Adopted 12 th October 2022.

	<p>Disciplinary & Grievance Policy Adopted 8th July 2020.</p> <p>Documents & Records Policy Adopted 12th October 2022.</p> <p>Equality & Inclusion Policy Adopted 10th August 2022.</p> <p>Children’s Play Area Safety & Management Adopted 12th October 2022.</p> <p>Children & Young People’s Safeguarding Policy & Procedures Adopted 10th August 2022.</p> <p>Safeguarding Vulnerable Adults Policy Adopted 12th October 2022.</p> <p>LGPS Discretionary Policies Adopted 8th February 2017</p> <p>Staff Recruitment and Retention Policy Adopted 12th April 2017</p> <p>Dignity at Work/Bullying and Harassment Policy Adopted 12th April 2017</p> <p>Flexible Working Policy Adopted 10th August 2022</p> <p>Tree Maintenance Policy Adopted 8th July 2020</p> <p>Data Protection Policy 10th August 2022</p> <p>Scattering of Ashes Policy Adopted 8th July 2020.</p> <p>CCTV Policy Adopted 10th November 2021.</p> <p>Standing Orders Adopted 9th May 2018 (Temporary Standing Orders adopted 13th May 2020 (Covid) and rescinded 25th March 2022).</p> <p>Lost Property Policy Adopted 10th August 2022.</p> <p><u>ENDERBY COMMUNITY LIBRARY POLICIES & PROCEDURES</u></p> <p>Enderby Community Library Volunteer Management and Supervision Policy Adopted 10th August 2022.</p> <p>Safeguarding Vulnerable Adults Policy Adopted 12th October 2022.</p> <p>Enderby Community Library – General Rules for Library Users Adopted 14th December 2016.</p> <p>Enderby Community Library – Children’s Safeguarding Policy & Procedures Adopted 10th August 2022.</p> <p>Enderby Community Library – Fire Safety Risk Assessment Effective 20th March 2018</p>
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<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>Code of Conduct Adopted 11th May 2022. Standing Orders Adopted 9th May 2018 (Temporary Standing Orders adopted 13th May 2020 (Covid) and rescinded 25th March 2022). Committee Terms of Reference Adopted 11th March 2020 Freedom of Information (Publication Scheme) https://www.enderbyparish.org.uk/freedom-of-information.html</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 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)</p>	<p>Health & Safety Policy Adopted by the Council 12th October 2022. Disciplinary & Grievance Policy Adopted 8th July 2020 Equality & Inclusion Policy Adopted 10th August 2022 Complaints Procedure Adopted 14th December 2022. Freedom of Information (Publication Scheme) https://www.enderbyparish.org.uk/freedom-of-information.html Fire Risk Assessment – St. Johns Community Centre & Enderby Civic Centre Adopted 22nd January 2014 Policy on the Use of Mobile Phones Adopted 10th August 2022 Email & Internet Policy Adopted 12th October 2022. Safeguarding Vulnerable Adults Policy Adopted 12th October 2022. Sickness Absence Policy 10th August 2022.</p>
<p>Information security policy</p>	<p>https://www.enderbyparish.org.uk/uploads/data-breach-policy-11.pdf</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Documents and Records Policy Adopted 12th October 2022.</p>
<p>Data protection policies</p>	<p>Data Protection Policy Adopted 10th August 2022. General Privacy Notice Adopted 10th August 2022. Privacy Notice (For Staff, Councillors and Role Holders) Adopted 10th August 2022. Subject Access request Adopted 10th August 2022.</p>
<p>Schedule of charges (for the publication of information)</p>	<p>May be viewed on Parish Council Website or at Council Office</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>May be viewed on Parish Council Website or at Council Office</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>May be viewed at the Parish Council Office</p>
<p>Assets Register</p>	<p>May be viewed at the Parish Council Office</p>

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)	Not applicable
Register of members' interests	May be viewed at the Parish Council Office or on its Website.
Register of gifts and hospitality	Not applicable
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Latest Information on Council Services including decisions taken by the Council (Minutes) are included in some monthly publications of The Journal which is circulated to all householders/ business premises in Enderby Parish. Chairman's Annual Report to Council, Local Public Services provided by the Council and the Annual Financial Accounts are published on the Web-site. A public notice may also be inserted in The Journal. Enderby Connection Newsletter circulated periodically.
Allotments	The Council does not own any Allotments. There are private garden allotments adjacent to the Enderby Leisure Centre in Mill Lane, Enderby.
Burial grounds and closed churchyards	The Council provides burial plots at the Enderby New Cemetery. Decision to Close Enderby New Cemetery to Non-parishioners was taken due to limited burial space. New burial plots available to Enderby parishioners only (Effective 13 th October 2021). A copy of the Cemetery Regulations and Fees and Charges are available on request from the Clerk to the Council. The Council also maintains, on behalf of Blaby District Council, the Closed Churchyard in the Enderby Parish Church Cemetery.
Community centres and village halls	The Council owns the Civic Centre, King Street, Enderby, Leicester LE19 4NT and has a large and small hall together with a refurbished kitchen to let. The Bookings Administrator, who can be contacted on Tel. No. 0116 2753711 for details of letting charges and conditions of hire. The Council also owns St Johns Community Centre, Packhorse Drive, Enderby, Leicester LE19 2RN . For details of the booking conditions and charges, hirers should contact the Bookings Administrator. This Centre is suitable for children's parties. <i>Parties/discos for any individual or group within the age range 13 years to 21 years will not be allowed at either venue.</i>
Parks, playing fields and recreational facilities	The Council is Corporate Trustee of King George V Playing Field (Charity), Mill Lane Enderby. The Council owns the following recreational/playing fields with children's play equipment:- Clarence Road Recreational Area Old Church Road Recreational Area. The Council Leases Southey Close & Aldeby Close Recreational grounds from Blaby District Council.
Seating, litter bins, clocks, memorials and lighting	Public Seats belonging to the Parish Council are located on Blaby Road near the Fox Hunter roundabout, B4114 St Johns near Palmers Garden Centre, 2 seats outside Enderby Parish Church, Cross

	<p>Street/Cooperation Street (outside Co-op stores), 1 seat outside Hawgrips Nurseries, Seine Lane. 1 Seat outside the closed public conveniences at Townsend Road. 1 memorial bench seat opposite closed public conveniences at Townsend Road.</p> <p>Centenary Clock – Civic Centre, King Street Fingerpost Directional Sign in Co-operation Street (Outside Co-op Stores) Column with two arms for flower baskets in Co-operation Street (outside Co-op Stores) 2 street lighting columns with flower baskets attachments (street lighting columns owned Leicestershire Highways) Litter Bin – Townsend Road. Street Lights 11No. – Various locations. Bench Seats – Located at Enderby Cemetery 2 x Tommy Figurines – Townsend Road, Opposite Mural.</p> <p>Corporate Trustee of the King George V Playing Field Charity The Council as Corporate Trustee of the King George V Playing Field Charity land manages the following Assets: - Litter Bins – Mill Lane Recreational Ground Bench Seats - 4 seats located on King George V Playing Field, Mill Lane Recreation Ground.</p>
Bus shelters	The Council does not own or maintain any bus shelters.
Markets	Not applicable
Public conveniences	None. (Conveniences available at Enderby Civic Centre and Enderby Library during opening hours)
Agency agreements	Blaby District Council – Cemetery Maintenance Leicestershire County Council – Snow Warden Scheme.
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<ul style="list-style-type: none"> • Burial fees/exclusive rights to burial and cremation plots/memorials • Hire charges for Civic Centre and St Johns Community Centre • Hire of Meeting Room at Enderby Community Library. • Direct Library Services.
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	The Model Publication Scheme was adopted and approved by the Council on 19 th November, 2008 (Minute 67 refers) and the publications in the relevant Classes of the Scheme are provided free of charge unless publications are already priced or fixed by way of statutory charges.
<p>Disbursement Costs: Photocopying/Printing 10 pence per A4 sheet Searching of Records: £20 per hour. Postage: Actual Cost of Royal Mail standard 1st or 2nd Class</p>	
<p>Requesting Information listed in the Publications Scheme All publications are available to view at Enderby Parish Council offices, Civic Centre, King Street, Enderby by prior appointment.</p> <p>The Council aim to make the information available to you to inspect within 5 workings days. Some of the information listed in the Council's Publications Scheme is available to download from the Council's Web-site www.enderbyparish.org.uk</p>	

Requesting Information not listed in Publications Scheme

If the information you want is not held within the Council's Publication Scheme you should send the Council a letter or E-mail requesting the information to the Clerk to the Council, Enderby Parish Council, Civic Centre, King Street, Enderby, Leicester LE19 4NT.

When making a request for information please include the following details:-

Your name and address and the information or documents you would like to access

The Council will not be able to provide/release information if that information is covered by one of the exemptions in the Act, otherwise, the Council will endeavour to provide you with that information as soon as possible and in any event within 20 working days.

If the Council cannot provide the information requested by you for any reason, or does not have the information you request, the Clerk to the Council must provide you with a reason for declining your request. If you do not accept the reason for the decision to refuse your application, then you can ask the Council to reconsider that decision.

If the request is still declined by the Council, then you can ask the Information Commissioner's Office to review that decision by writing to:-

FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House,
Water Lane, Wilmslow, Cheshire, SK9 5AF