

# Freedom of Information

## Kibworth Harcourt Parish Council

Information available under the model publication scheme

Information to be published	How to obtain the information
<p><b>Class 1 – who we are and what we do</b></p> <p>Agendas Minutes Meetings Events Contact details</p>	<p>A copy of agendas and minutes can be found on the Parish Council website at: <a href="http://kibworthharcourt.leicestershireparishcouncils.org">http://kibworthharcourt.leicestershireparishcouncils.org</a> and can also be viewed at Kibworth Library.</p> <p>Agendas and minutes will be published, when appropriate, on the three Kibworth Harcourt Parish Council noticeboards which are located on New Road, outside Jubilee Green and on the green by Dairy Way.</p> <p>Details of forthcoming meetings and events can be found on the Parish Council website.</p> <p>Details of the Chair, Clerk and Parish Councillors can be found on the noticeboards, on the Parish Council website or by contacting the Clerk, Frances Webster on 07527189669 or by email: <a href="mailto:clerk@kibworthharcourtparishcouncil.org.uk">clerk@kibworthharcourtparishcouncil.org.uk</a>. The Clerk works from home on a part-time basis.</p>
<p><b>Class 2 – what we spend and how we spend it</b></p> <p>Budget Annual Return and Audit Grants Precept Financial Regulations Standing Orders Expenses</p>	<p>All documentation relating to Kibworth Harcourt Parish Council's finances can be obtained either via the Parish Council's website or by contacting the Clerk.</p> <p>Kibworth Harcourt Parish Council maintains up-to-date details of all income and expenditure, including a bank reconciliation and a budget, details of which can be obtained by contacting the Clerk.</p> <p>Members of the public are welcome to attend all meetings and may table questions relating to any item on the agenda.</p>
<p><b>Class 3 – what our priorities are and how we are doing</b></p> <p>Strategy Performance Plans Assessments Inspections and reviews.</p>	<p>Kibworth Harcourt Parish Council produces Annual Reports to Parish Council Meetings and Annual Meetings of the Parish. Annual Reports from previous years can be downloaded from the Parish Council website or requested from the Clerk.</p> <p>Monthly reports from Parish Council meetings are also published in the Kibworth Chronicle.</p> <p>The Council's finances are audited annually by both an internal and an external auditor. The audited accounts are published in line with legal requirements to do so.</p>
<p><b>Class 4 – how we make decisions</b></p>	<p>The scheduled dates of all Parish Council meetings for</p>

<p>Timetable of meetings, proposals and decisions. Decision making processes, internal criteria, procedures and consultations.</p>	<p>the year, including meetings of the Kibworth Joint Recreation Committee, the Kibworth Joint Burial Committee and Kibworth Beauchamp Parish Council are displayed on the Parish Council noticeboard and an electronic or hard copy of this schedule can be obtained directly from the Clerk.</p> <p>Kibworth Harcourt Parish Council's responses to planning applications relating to the Parish can be viewed online via the Harborough District Council website. Alternatively details can be requested from the Clerk.</p> <p>Agendas and minutes of previous meetings are displayed on the Parish Council noticeboards and can be downloaded from the Parish Council website.</p> <p>Copies of reports presented to council meetings and other documentation may be acquired in printed or electronic form on application to the Clerk.</p> <p>All meetings shall be open to the public and the press as prescribed by the Local Government Act (1972) ss.100 and ss.102, and the Public Bodies (Admission to Meetings) Act (1960).</p>
<p><b>Class 5 - policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Risk Assessment</li> <li>• Asset Register</li> <li>• Policy for Payment of Grants</li> <li>• Terms of Reference</li> <li>• Statement of Joint Arrangements</li> <li>• Data Protection</li> <li>• Freedom of Information</li> </ul>	<p>These documents can be consulted and downloaded from the Parish Council website. Alternatively a hard copy can be obtained from the Clerk.</p>

<p><b>Class 6 – lists and registers</b></p>	<p>The Register of Members’ interests is available on the Parish Council website or as a hard copy or email attachment on application to the Parish Clerk. These details are also published on the Harborough District Council website.</p>
<p><b>Class 7 – the services we offer</b></p>	<p>Kibworth Harcourt looks after and maintains the children’s play area located in Kibworth Harcourt and known as Jubilee Green. The Council also arranges and manages a mowing contract for the Parish, funded partly by Leicestershire County Council.</p> <p>Kibworth Harcourt Parish Council, jointly with Kibworth Beauchamp Parish Council maintains Kibworth Cemetery and other recreation areas across both villages. These are managed by Kibworth Joint Burial Committee and Kibworth Joint Recreation Committee respectively. Details of the Clerks for these joint committees as well as Councillor representatives can be found on the Parish Council website or on application to the Clerk.</p> <p>In association with Kibworth Beauchamp Parish Council, Kibworth Harcourt Parish Council has set up a Neighbourhood Planning Group. Further details of this project can be found via the Group’s website.</p> <p><b>Additional Information:</b> the Clerk to Kibworth Beauchamp Parish Council is Stephen Butt. He can be contacted on 07825779725 or <a href="mailto:clerk@kbpc.org.uk">clerk@kbpc.org.uk</a></p>