

## Information available from Roade Parish Council under the Model Publication Scheme, formally adopted by the Council by resolution on 08 December 2008

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>Roade Parish Council is the primary tier of local government, charged with carrying out certain functions and responsibilities within the Parish of Roade. To that end, the Council has a number of powers and undertakes a wide variety of activities, from being the Burial Authority for the Cemetery, through enforcement of the bye-laws to the responsibility for the maintenance of street lighting and open spaces. The Council has a cadre of 13 Councillors. Elections are held every 4 years and candidates who wish to become Councillors are elected by those on the Register of Electors for the Polling District of Roade and 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 period. 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 has a contract for service with a</p>	<p>Information and contact details for the current Councillors and Clerk are available from the website <a href="http://www.roadevillage.co.uk">www.roadevillage.co.uk</a>.</p> <p>Parish Council information is also published in Roade News, distributed 4 times per year</p>	<p>See details at end of this Table</p>

<p>number of Village Technicians, who service and maintain the infrastructure within the Parish. The Council also contracts with third parties businesses for services such as grass cutting.</p>																				
<p><u>Who's who on the Council and its Committees</u></p> <p>The current members of the Council are Cllr Mrs Susan Mallock (Chairman), Cllr Glenn Dudman (Vice Chairman) and Cllrs Rev Malcolm Beech, Bill Dredge, John Gwilt, Myra Inglis, Sharon Lowther, Bill Mann, Stephen Miller and Rick Thake. There are currently 3 Councillor vacancies.</p> <p>To assist with the day to day workings and the discharge of its functions the Council has established a number of Advisory Groups, with varying degrees of autonomy. These Groups meet on <i>ad hoc</i> basis. Some of these Groups are comprised solely of Councillors, others include members of the public and / or outside bodies; all report to the full Parish Council. The current list of Advisory Groups and nominated Councillors members is as follows;</p> <table border="0"> <tr> <td>Cemeteries</td> <td>Cllrs Rev Beech, Dredge, Gwilt, Inglis</td> </tr> <tr> <td>Lighting</td> <td>Cllr Dudman</td> </tr> <tr> <td>Planning</td> <td>All Councillors</td> </tr> <tr> <td>Road Master Plan</td> <td>Cllrs Beech, Mallock, Gwilt, Thake</td> </tr> <tr> <td>Footpaths</td> <td>Cllr Thake</td> </tr> <tr> <td>Churchcroft Open Space / Recreation Ground</td> <td>Cllr Dudman and Mallock</td> </tr> <tr> <td>Community Forum</td> <td>Cllrs Beech and Mann</td> </tr> <tr> <td>Parish Plan Monitoring Group</td> <td>Cllrs Lowther, Mallock, Gwilt, Miller</td> </tr> <tr> <td>Finance Advisory Group</td> <td>Cllrs Thake and Mallock</td> </tr> </table>	Cemeteries	Cllrs Rev Beech, Dredge, Gwilt, Inglis	Lighting	Cllr Dudman	Planning	All Councillors	Road Master Plan	Cllrs Beech, Mallock, Gwilt, Thake	Footpaths	Cllr Thake	Churchcroft Open Space / Recreation Ground	Cllr Dudman and Mallock	Community Forum	Cllrs Beech and Mann	Parish Plan Monitoring Group	Cllrs Lowther, Mallock, Gwilt, Miller	Finance Advisory Group	Cllrs Thake and Mallock		
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<p><u>Contact details for Parish Clerk and Council members</u></p> <p>Cllr Beech 864427  Cllr Dredge 862408  Cllr Dudman 864197 or 07050 071960  Cllr Gwilt 862276  Cllr Inglis 862369  Cllr Lowther 863063  Cllr Mallock 864293  Cllr Mann 862537  Cllr Miller 07506 744276  Cllr Thake 864476</p> <p>John Marshall, Clerk 0870 284 3147  e-mail: <a href="mailto:roadeparishcouncil@yahoo.co.uk">roadeparishcouncil@yahoo.co.uk</a> fax: 0844 4177346</p>	<p>This information is also available in Roade News, published quarterly and on the website  <a href="http://www.roadevillage.co.uk">www.roadevillage.co.uk</a></p>	
<p><u>Location of main Council office</u></p> <p>Parish Office, Village Hall, Bailey Brooks Lane, Roade  The Clerk is in attendance at the office most Mondays and Tuesdays from 8.30am – 5pm (closed for lunch 1pm – 2pm). Please ring beforehand to check.  Postal address for correspondence: PO Box 847, Roade Post Office, 7 High Street, Roade, Northampton, NN7 9AB</p>		
<p><u>Staffing structure</u></p> <p>The Clerk and Responsible Financial Officer has a contract of employment for 60 hours per month and is the sole employee working under a contract of service. The Clerk provides the management oversight for the work of the</p>	<p>Details are available from the Clerk.</p>	

<p>Village Lead Technician who in turn manages the work of the other Village Technicians, all of whom work under a contract for service.</p>		
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>The Council receives the majority of its <u>income</u> from Council Tax, in the form of a precept from South Northants Council. For the financial year 2008/2009 this amounts to £50,000. Additional income is received from Cemetery fees and 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.</p> <p><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 any two of the authorised signatories.</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 Stoy Hayward 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 in Roade Library 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 South Northants Council in January each year. For 2007 / 2008 the amount of the Precept is £50,000.00</p>	<p>Information on the precept is contained in the Minutes of the full Meeting at which it is agreed. In 2008, this was 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 Standing Orders and Regulations</u></p> <p>Draft Financial Standing Orders and Regulations have been prepared.</p>	<p>Viewing by arrangement with the Clerk.</p>	
<p><u>Grants given and received</u></p> <p>The Council itself receives no grants directly, although it currently acts as custodian for grants made to the Roade Youth Group. The Council makes grants to voluntary and community organisations under the terms of Section 137 of the Local Government Act 1972. In the financial year to date, as at 01 January 2009 these grants amount to £1,612.48</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 two annual contracts, both of which commenced in December 2008. These are; - with AH Contracts for the emptying of dog waste bins; the contract value is</p>	<p>Viewing by arrangement with the Clerk</p>	

<p><i>circa</i> £600 pa  - with Allseasons for grass cutting and associated works; the contract value is <i>circa</i> £8000 pa</p>		
<p><u>Members' allowances and expenses</u></p> <p>Councillors are entitled to claim allowances and expenses associated with the discharge of their role and / or function as a Council Member. In the financial year to date, as at 01 January 2009 no claim has been made by any Councillor.</p>		
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>There is a Roade Parish Plan, published in May 2008. and a (developing) Roade Master Plan. The Parish Plan is used by the Parish Council to address local needs and wants and to manage change within the Roade community. The Master Plan is being prepared in conjunction with South Northants Council. It builds on the Parish Plan and will be used by the Parish Council, the District Council and others to inform medium to long term planning and other strategic decisions.</p>	<p>Copies of the Parish Plan are on display in Roade Library and are also available from the Clerk. For information on the development of the Master Plan, please contact the Clerk</p>	
<p><u>Parish Plan</u></p> <p>The Parish Plan Monitoring Group both initiates and monitors progress against the Action Plan contained with Section 6 of the Plan. The Monitoring Group reports on an <i>ad hoc</i> basis to the monthly full Meeting of the Parish Council. Monthly progress reports are published with Agendas and Minutes of Meetings of the Parish Council. The outcomes of the consultation exercises that have</p>	<p>Minutes are published on the website <a href="http://www.roadevillage.co.uk">www.roadevillage.co.uk</a>  Viewing of hard copies by arrangement with the</p>	

given rise to these Plans, together with periodic updates are distributed as hard copy to all households within the Parish.	Clerk.	
<u>Annual Report to Parish</u> The Annual Parish Meeting is held in May of each year. It is minuted in the normal way	Agenda and Minutes are posted and displayed as for any normal meeting.	
<u>Quality status</u> The Council recognises the value of and aspires to attain Quality Council status		
<b>Class 4 – How we make decisions</b>		
The Council operates under Standing Orders that were adopted in September 2005. Decisions are taken by simple majority voting; some day-to-day operational decisions are devolved to the Clerk.	Viewing by arrangement with the Clerk.	
<u>Timetable of meetings</u> The only pre-planned meetings are those of the full Parish Council, held on the second Monday of each month, normally starting at 7.30pm		
<u>Agendas of meetings</u> The Agenda for; a) each full meeting of the Council, together with any reports from Advisory Groups and	The Agenda is displayed on the 7 village notice boards and on the	

<p>b) <i>ad hoc</i> meetings of the Planning or other Advisory Group is published 3 working days before the Meeting.</p>	<p>designated Parish Council Notice Board in Roade Library.</p>	
<p><u>Minutes of meetings</u></p> <p>Two types of meeting are formally minuted. They are the full meetings of the Parish Council and meetings of the Planning Advisory Group. Minutes are taken by the Clerk or nominated person. For all other meetings, where appropriate, a note of the meeting may be taken. Reports (written or verbal) of meetings of Committees and Advisory Groups are submitted to the full Council, for consideration at the monthly meeting.</p>	<p>Unapproved Minutes of Meetings of both the full Council and the Planning Advisory Group are displayed on the designated Parish Council Notice Board in Roade Library, 10 days after the meeting. Once approved, Minutes are displayed in the Library and on the website <a href="http://www.roadevillage.co.uk">www.roadevillage.co.uk</a> as soon as practicable after approval.</p> <p>Agendas, un/approved Minutes, Advisory Group 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></p> <p>Reports from Outside Bodies and Advisory and other Groups 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 Lead Councillor from an Advisory Group, an Officer (Chairman or Vice Chairman) or the Clerk and the response circulated to all Councillors.</p>	Viewing by arrangement with the Clerk.	
<p><u>Responses to planning applications</u></p> <p>Planning Applications, normally received by post 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 Advisory Group, for which an Agenda is prepared and posted in the normal way. The Clerk then sends the agreed response, in writing to South Northants Council (as the Planning Authority) or, in the case of Appeals, to the designated Appeals office.</p>	Responses to Planning Applications may be viewed by arrangement with the Clerk.	
<p><u>Bye-laws</u></p> <p>The Council has made bye-laws;</p>	Bye-laws are posted up in	

<p>a) that came into force on 18 June 2008 in respect of the Recreation Ground and  b) that came into force on 16 March 1983 in respect of Churchcroft Open Space.</p>	<p>the respective areas. They may also be viewed by arrangement with the Clerk.</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 - 'Standing Orders and Chairmanship, Roade Parish Council' September 2005</li> <li>2. Committee and sub-committee terms of reference - custom and practice; currently no codified terms of reference</li> <li>3. Delegated authority in respect of officers - custom and practice; currently no codified terms of reference</li> <li>4. Code of Conduct - 'The Code of Conduct, Guide for Members May 2007' published by The Standards Board for England</li> <li>5. Policy statements - Roade Parish Plan  <i>ad hoc</i> statements relating to planning eg Quarry / Leys site, 14 August 2006</li> <li>6. Developing policies eg Roade Master Plan</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. Internal policies relating to the delivery of services - no codified policy</li> <li>2. Equality and diversity policy - no codified policy</li> <li>3. Health and safety policy – written policy not required, less than 5 employed</li> </ol>	<p>Viewing of any or all by arrangement with the Clerk</p>	

<ul style="list-style-type: none"> <li>4. Recruitment policies (including current vacancies) - no codified policy</li> <li>5. Policies and procedures for handling requests for information - ICO Model Publication Scheme, adopted 08 December 2008</li> <li>6. Complaints procedures - NALC LTN9 'Handling Complaints' adopted May 2008</li> <li>7. Information security policy - no codified policy</li> <li>8. Records management policies – NALC Guidelines</li> <li>9. Data protection policies - no codified policy</li> </ul> <p>Schedule of charges – see footnote to this Guide</p>		
<p><b>Class 6 – Lists and Registers</b></p>		
<ul 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</li> <li>4. Register of gifts and hospitality</li> </ul>	Viewing of any or all by arrangement with the Clerk	
<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>		
<ul style="list-style-type: none"> <li>1. Burial grounds and closed churchyards - Roade Cemetery</li> <li>2. Parks, playing fields and recreational facilities - Churchcroft Open Space and the Recreation Ground</li> <li>3. War Memorial, seating, litter bins and lighting</li> <li>4. Grass cutting and grounds maintenance - via Agency agreement with Northants County Council</li> </ul>	Contact in the first instance, for any or all of these services is via the Clerk	

## Contact details:

Clerk to the Council  
PO Box 847  
Roade Post Office  
7 High Street  
Roade  
Northampton  
NN7 9AB

Tel: 0870 284 3147

Fax: 0844 4177346

[roadeparishcouncil@yahoo.co.uk](mailto:roadeparishcouncil@yahoo.co.uk)

## 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
<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

This Document was adopted by formal Resolution of the Roade Parish Council at its Meeting on 12 January 2009

Signed: ..... (W J McL. Marshall, Clerk to the Council)      Date: 12 January 2009 .....