



# GREAT GLEN PARISH COUNCIL

Glendale House, 1 Church Road, Great Glen, Leicestershire LE8 9FE

[www.greatglen-pc.gov.uk](http://www.greatglen-pc.gov.uk) [admin@greatglen-pc.gov.uk](mailto:admin@greatglen-pc.gov.uk) 0116 2593004

Parish Manager - Joanne Adkins

## INFORMATION AVAILABLE FROM GREAT GLEN PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information available from Great Glen Parish Council under the Model Publication Scheme is listed in this document. Information must be requested in writing via Parish Manager and will be made available as soon as is practicable. Information can be obtained from our website or in hard copy (fees apply 25p per sheet, A4, black and white photocopy). In addition, there will be an administration charge of £25 per hour or part thereof, minimum charge of £25 at the Parish Council's discretion.

### CLASS 1 – WHO WE ARE AND WHAT WE DO

#### Contact Details

Great Glen Parish Council, The Parish Office, Glendale House, 1 Church Road, Great Glen, Leicestershire LE8 9FE  
Tel: 0116 259 3004 Email: [parishmanager@greatglen-pc.gov.uk](mailto:parishmanager@greatglen-pc.gov.uk) Website: [www.greatglen-pc.gov.uk](http://www.greatglen-pc.gov.uk)

#### Parish Council

The Parish Council consists of eleven Councillors, all may be contacted via the Parish Office. Current Councillors:

Cllr L. Andrews  
Cllr J. Fox  
Cllr T. Gascoigne  
Cllr J. Grudgings  
Cllr V. Hawes  
Cllr E. Mackay  
Cllr A. Parrott  
Cllr P. Scott  
Cllr Y. Scott  
Vacancy (1)  
Vacancy (2)

#### Committees

<b>Finance Committee</b>	Cllr Andrews, Cllr Gascoigne, Cllr Grudgings, Cllr Mackay, Cllr Parrott, Cllr Scott, Cllr Mrs Scott
<b>Appeals Panel</b>	Cllr Andrews
<b>Staffing Committee</b>	Cllr Gascoigne, Cllr Grudgings, Cllr Hawes, Cllr Parrott, Cllr Scott, Cllr Mrs Scott

## **Staff**

Full Time Staff  
Part-time Staff

Parish Manager  
Communities Resources Officer, Cleaner

All staff report to the Parish Manager.

## **CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT**

Our Standing Orders and Financial Regulations stipulate how money is spent. Precept money is received from Harborough District Council. Information available (archived information also available):

- Internal Auditors Report
- Annual Return
- Budget
- Approved Borrowing
- Financial Regulations
- Standing Orders
- The Great Glen Neighbourhood Plan

Grants Received to February 2024:

- UK Shared Prosperity Grant £25,000 (Harborough District Council)

Grants Given 2023/2024:

- None

Current Contracts Awarded:

- Grounds Maintenance
- Dog and General Waste Bins
- Legionella Testing
- CCTV Maintenance
- Payroll Management

Allowances and Expenses:

- Chairman's expenses - £100 pa

## **CLASS 3 – OUR PRIORITIES AND HOW WE ARE DOING**

The priority of the Parish Council is to serve the village and residents of Great Glen by way of:

- Grounds maintenance and improvement including general and dog waste receptacles
- Cemetery and Peace Garden interment (fees payable)
- Recreation Ground, Changing Rooms, Playpark and Dog Walk
- Memorial Green
- Car Park
- Street lighting
- Seasonal decorations
- Street furniture and bus stops
- News, notifications and advices
- Liaison with St Cuthbert's Church and the Church at the Cross
- Close contact with Harborough District Council and Leicestershire County Council
- Reporting highway and footpath irregularities

The Parish Council considers that all services are delivered to the best standards possible, and seek improvement/upgrade wherever achievable. Capital projects are delivered by way of grant receipt and financial budgeting.

#### **CLASS 4 – OUR POLICIES AND PROCEDURES**

Currently available policies/procedures for the conduct of Parish Council business:

Standing Orders

Terms of Reference for Committees (please see website for all updated policies)

Delegated Authority of Officers of the Parish Council (stipulated in the Financial Regulations)

Code of Conduct May 2020 (adopted November 2020)

Financial Regulations (reviewed 2023)

Policies and Procedures for the Provision of Services and the Employment of Staff:

- Media Policy
- Equal Opportunities Policy
- Grants Policy
- Statement of Internal Controls
- Grievance and Disciplinary Procedure
- Grant Application Policy
- Job Descriptions
- Health & Safety Policy
- Freedom of Information Policy

#### **CLASS 5 – LISTS AND REGISTERS**

- Assets Register
- Register of Members Interests
- Burial Records
- Minutes of Full Parish Council and Committee Meetings
- Accounting Records