

**Information available from Elkstone Parish Council under the
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Class 1 – Who we are and what we do

EVH Noticeboard

Chairman: Mr. Matt Hobbs
 Vice Chair: Mr. David Collins
 Councillors: Mr. David Kearney
 Ms. Frances Toase

Clerk and Responsible Financial Officer:

Mrs. Jane Thorn

01285 821157

There are no committees or subcommittees
 The Council does not have office premises
 The part-time Clerk is the only member of staff.

Class 2 – What we spend and how we spend it

The precept for 2020 -2021 is £4500.00
 There is no borrowing, no grants, no contracts.
 Parish Councillors do not claim allowances or expenses.
 The Parish Council adopted Financial Regulations on 24.09.08
 and these are reviewed annually.

Class 3 – What our priorities are

The Chairman makes an Annual Report to the
 Annual Parish Open Meeting
 There is no Parish Plan
 The Parish Council has not sought Quality Status.

Minute Book

Class 4 – How we make decisions

The Parish Council meets on the second or third Wednesday
 of odd-numbered months, and between times as necessary.
 Agendas and draft Minutes
 Minutes of Meetings
 All reports and responses are recorded in the Minutes
 The Parish Council has not made any bye-laws.

Noticeboard, Newsletter

Noticeboard
 Minute Book

Class 5 – Our policies and procedures

Policies and procedures for the conduct of Council business
 are detailed in the Standing Orders, adopted 14.11.07, and
 a review adopted 24.09.14
 The Code of Conduct was adopted 11.07.07
 Privacy Notice Staff and
 Privacy Notice General, adopted 09.01.19

EPC Blue Book

EPC Blue Book
 EPC Blue Book

Class 6 – List and registers

The Parish Council maintains a register of members' interests

EPC RoMI File.

Class 7 – the services we offer

The Council takes responsibility for maintenance in safe order
 of two bus shelters, two litter bins, a commemorative bench,
 and The Pound