

Carlton Parish Council

Information available under the Model Publication Scheme

Class 1 – Who we are and what we do

Councillors

Judith Boston, 64 Main St, Carlton, Nuneaton, Warks, CV13 0EZ. Tel 01455-291880.
Simon Cooper, 48 Main St, Carlton, Nuneaton, Warks, CV13 0EZ. Tel 01455-290964.
Ian Sarson (Vice chairman), 74 Main Street, Carlton, Nuneaton, CV13 0EZ. Tel 01455-293228.
Bill Sharp, 34 Main St, Carlton, Nuneaton, Warks, CV13 0EZ. Tel 01455-290105.
Stuart Tupling (Chairman), Bufton Lodge, Barton Rd, Carlton, Nuneaton, Warks, CV13 0DD .
Tel 01455-290301.

Parish Clerk

Chris Peat, 7 Main Street, Carlton, Nuneaton, Warks, CV13 0BZ
Tel 01455-290934 Email Clerk@carltonpc.co.uk

Website: www.carltonpc.co.uk

News sheet : Carlton News [published quarterly and delivered free to every dwelling in the parish]

Office: the Parish Council office is at the home of the Clerk. Personal callers are welcome at any reasonable time.

Carlton Parish Council is registered with the Information Commissioner's Office as a public authority under registration reference Z3458533.

Please ask if the information you want is not listed below, and you cannot find it on the Parish Council's website.

In the list below, the letters in square brackets after each item show how the information can be obtained.

The codes are: w - from website; c - from Clerk; n – published in Carlton News, i - for personal inspection.

Class 2 – What we spend and how we spend it

Information for the current financial year, and for the four previous complete financial years

Budget [w,c]

Precept [w,c]

Quarterly financial statements (list all receipts and payments) [w,c]

Summary financial statement [w,c]

Summary statements of earmarked funds and s137 expenditure [w,c]

Annual Governance and Accountability Return (includes annual account summary, annual governance statement, internal audit report, exemption certificate and/or external audit report, supporting statements) [w,c]

Receipts & payments account book [w,c], and supporting documentation [i]

Financial regulations [w,c]

Risk assessment [w,c]

Contracts and grants are recorded in the minutes [w,c]

Carlton Parish Council does not pay allowances to members.

Class 3 – What our priorities are and how we are doing

Information for the current calendar year, and for the two previous complete calendar years

Carlton News [c]
Carlton Parish Council annual report [w,n,c]
Annual report of the Chairman of the Parish Council [w,c,n-summary]
Welcome letter to new residents [c]
Reports from parish organisations and Parish Council representatives [w,c]

Parish Plan 2001 [w,c]
Parish Plan 2011 [w,c]

Class 4 – How we make decisions

Information for the next meeting published at least three clear days before the day of the meeting

Agenda and background papers for meeting [w,c]
Notice of meeting and agenda are also displayed on the public noticeboard in front of St Andrew's Church

Information for the current calendar year

Timetable of meetings [w,n,c]

Information for the current calendar year, and for the previous calendar year

Agendas for meetings [w,c]

Information for the current calendar year, and for the four previous calendar years

Minutes of meetings [w,c]
Reports [w,c]

Until the development has been completed, or the time allowed for an appeal has expired

Responses to planning applications [c, planning authority website]
Parish Council comments on planning applications are summarised in the minutes [w,c]

Until the plan has been adopted or superseded

Responses to consultation papers [c, usually consultor website]

Class 5 – Our policies and procedures

Information for the current calendar year, and for the two previous complete calendar years

Carlton community emergency response plan [w,c]
Code of conduct of Carlton Parish Council [w,c]
Complaints procedure [w,c]
Data Protection Policy [w,c]
General Privacy Policy [w,c]
Grant awarding policy [w,c]
Green space strategy [w,c]
Model publication scheme [w,c]
Retention of Documents Policy [w,c]
Risk assessment [w,c]
Schedule of information available [w,c]
Toddlers play area management policy [w,c]
Toddlers play area inspection checklist [w,c]

Class 6 – Lists and registers

Information which is regularly updated – current versions only

Register of member's interests [w,c]
Register of members gifts and hospitality [w,c]
Member's declarations of acceptance of office [i]
Carlton Parish Cemetery - plan of grave spaces [i]
Registers of burials and grave spaces [i]

Information for the current calendar year, and for the four previous calendar years

Assets register [w,c]
Annual report on condition of Parish Council property [w,c]
Annual report on the condition of memorials in the churchyard and cemetery [w,c]
Inventory of parish property and responsibilities [w,c]
Toddlers Play Area annual independent inspection report [w,c]

Class 7 – The services we offer

Carlton Parish Council is a Burial Authority.

Carlton Parish Cemetery Regulations [w,c]
Carlton Parish Cemetery Table of Fees [w,c]

Carlton Parish Council maintains the Carlton Diamond Jubilee Orchard (which includes the Toddlers Play Area), Saint Andrew's Churchyard (closed), Carlton Greens (registered village greens), and Little Lane.

Information on street furniture can be found in the Inventory of parish property and responsibilities, and the annual report on the condition of Parish Council property.

Additional information on the management of Green Spaces can be found in the minutes and work plans of the Carlton Gardening Group [w,c], on public rights of way in the reports of the Carlton Footpath Group [w,c], and on litter control in the reports of the Keep Carlton Tidy Group [w,c].

This Publication Scheme complies with the requirements of the DCLG *Transparency Code for smaller authorities* December 2014.

This schedule was approved by Carlton Parish Council on 11th April 2018.