

# 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 01455-290733.  
Stuart Tupling (Chairman), Bufton Lodge, Barton Rd, Carlton, Nuneaton, Warks, CV13 0DD .  
Tel 01455-290301.  
Mick Vann, 91 Main Street, Carlton, Nuneaton, Warks, CV13 0BZ. Tel 01455-290976.

#### 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](http://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 (AGAR) (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 assessments [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 [w,c]  
Carlton Parish Council annual report [w,c,n]  
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]  
Parish Council comments on planning applications are summarised in the minutes [w,c]

For six months after the end of the consultation period:

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 assessments [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 member's 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**

Asset register [w,c]  
Annual report on the condition of memorials in the churchyard and cemetery [w,c]  
Annual review of property [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 annual review of 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 9<sup>th</sup> September 2020.