

Review of the Publication Scheme

1. The Freedom of Information Act 2000 requires the PC to prepare and publish a Publication Scheme, and to review it regularly.
2. The current bespoke scheme was approved by the PC on 14th February 2007, and by the Information Commissioner on 20th February 2007 (Case number FPA0143672). It was adopted by the PC on 14th March 2007, and is available from the PC's website. This scheme is now due for review.
3. In 2008 the Information Commissioner prepared a Model Publication Scheme for use by any public authority. A copy of this scheme has been placed on the PC's website.
4. The Model Scheme includes a list of seven classes of information, and the PC is required to specify the information it holds in each class, how it will be made available, and what charge will be made for it.
5. A detailed list of items of information in each of the seven classes has been prepared by NALC. The draft document below is based on this list.
6. Draft document

Carlton Parish Council

Information available under the Model Publication Scheme

Class 1 – Who we are and what we do

Website: www.carltonpc.co.uk

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

Councillors

Judith Boston, 64 Main St, Carlton, Nuneaton, Warks, CV13 0EZ. Tel 01455-291880.

Bob Edmunds (Chairman), Manor House Farm, 45 Main St, Carlton, Nuneaton, Warks, CV13 0BZ. Tel 01455-290317.

Julie Finch, Tulip House, Barton Rd, Carlton, Nuneaton, Warks, CV13 0DB. Tel 07879-448487.

Bill Sharp, 34 Main St, Carlton, Nuneaton, Warks, CV13 0EZ. Tel 01455-290105.

Stuart Tupling, 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

The Parish Council office is at the home of the Clerk.

Personal callers are welcome at any reasonable time.

The list of information below is not exhaustive – if you want to know something that is not listed just ask.

In the list below, the letters in square brackets after each item show how the information can be obtained, and how much it will cost.

The codes are: w - from website; c - from Clerk; n – published in Carlton News, i - for personal inspection only, f - free, £ - 10p / page for more than twenty A4 pages.

Class 2 – What we spend and how we spend it

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

Budget [w,c,f]
Precept [w,c,f]
Mid-year financial statement [w,c,f]
Summary financial statement [w,c,f]
Summary statements of earmarked funds and s137 expenditure [w,c,f]
Quarterly financial statements [w,c,f]
Financial Regulations [w,c,f]
External audit return and External Auditor's Report [w,c,f]
Risk assessment [w,c,f]
Receipts & payments account book and supporting documentation [c,f]

Carlton Parish Council does not pay allowances to members
Contracts and grants are recorded in the minutes. [c,f]

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,f]
Annual Report of the Chairman of the Parish Council [w,c,f, n-summary]
Welcome letter to new residents [c,f]
Reports from Parish organisations and Parish Council representatives [w,c,f]

Parish Plan 2001 [w,c,£]
The Parish Plan is repeated every ten years. The 2011 Parish Plan is in preparation.

An application for Quality status was submitted in November 2011.

Class 4 – How we make decisions

Information for the next meeting

Agenda of meeting [w,c,f]

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

Timetable of meetings [w,n,c,f]
Minutes of meetings [w,c,f]
Reports [w,c,f]

For one year after the application has been determined, or the consultation period has ended.

Responses to planning applications [c,f, Borough Council website]
Responses to consultation papers [c,f, usually consultor website]

Class 5 – Our policies and procedures

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

Complaints procedure [w,c,f]
Grant awarding policy [w,c,f]
Publication scheme [w,c,f]

Class 6 – Lists and registers

Information which is regularly updated – current versions only

Member's Declarations of Acceptance of Office [i]
Carlton Parish Cemetery - Plan of grave spaces [i]
Register of burials [i]
Register of grants of exclusive rights of burial [i]
Register of Member's Interests [i]
Register of gifts and hospitality [i]

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

Assets register [w,c,f]
Annual report on condition of Parish Council property [w,c,f]
Annual report on the condition of memorials in the churchyard and cemetery [w,c,f]
Inventory of Parish property and responsibilities [w,c,f]

Class 7 – The services we offer

Cemetery fees and regulations [w,c,f]

Schedule of charges

Information (up to 20 A4 pages of hard copy) is provided free of charge. A charge of 10p per page will be made for any request for more than 20 A4 pages of hard copy.

This list was approved by Carlton Parish Council on 11th January 2012.

7. Recommendations

- 7.1 that the Model Publication Scheme V1.0 prepared by the Information Commissioner in April 2008 be adopted with immediate effect;
- 7.2 that the list of information above be approved with immediate effect.

C J Peat
7th January 2012