

Information available from Norton Lindsey Parish Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
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| Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> <i>This will be current information only</i> <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i> | | |
| Who's who on the Council and its Committees | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Available on the Parish Council website, parish noticeboards or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below Noticeboards - free |
| Location of main Council office and accessibility details | Available on the Parish Council website, parish noticeboards or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below Noticeboards - free |
| Staffing structure <ul style="list-style-type: none"> The Clerk is the only employee | N/A | |
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| Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i> <i>Current and previous financial year as a minimum</i> | | |
| Annual return form and report by auditor | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Finalised budget | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Precept | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Borrowing Approval letter | N/A | |
| Financial Standing Orders and Regulations | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Grants given and received | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| List of current contracts awarded and value of contract | N/A | |
| Members' allowances and expenses <ul style="list-style-type: none"> Currently none are claimed | N/A | |

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| Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i> | | |
| Parish Plan (current and previous year as a minimum) | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) (Included in minutes of Annual Parish Assembly) | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | N/A | |
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| Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i> | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Available on the Parish Council website, on parish noticeboards or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below Noticeboards - free |
| Agendas of meetings (as above) | Available on the Parish Council website, parish noticeboards or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below Noticeboards - free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | These will be summarised in the minutes of meetings which are available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Responses to consultation papers | Available from the Parish Clerk (hard copy or email) | Email – free Hard copy – see below |
| Responses to planning applications | Available from the Parish Clerk (hard copy or email) or on the Warwick District Council website | Website – free Email – free Hard copy – see below |
| Bye-laws | N/A | |
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| Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i> <i>Current information only</i> | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |

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| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Information security policy | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Records management policies (records retention, destruction and archive) | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Data protection policies | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Schedule of charges for the publication of information) | Available from the Parish Clerk (hard copy or email) | Email – free Hard copy – see below |
| Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i> | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | By inspection only through the Parish Clerk | Free |
| Assets Register | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | By inspection only through the Parish Clerk | Free |
| Register of members' interests | Available on the Warwick District Council website | Website – free |
| Register of gifts and hospitality | By inspection only through the Parish Clerk | Free |
| Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i> | | |
| Allotments | N/A | |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | N/A | |
| Parks, playing fields and recreational facilities | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Seating, litter bins, clocks, memorials and lighting | Available on the Parish Council website or from the Parish Clerk (hard copy or email) | Website – free Email – free Hard copy – see below |
| Bus shelters | Available on the Parish Council website or from | Website – free Email – free |

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| | the Parish Clerk (hard copy or email) | Hard copy – see below |
| Markets | N/A | |
| Public conveniences | N/A | |
| Agency agreements | N/A | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A | |
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| Additional Information <i>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</i> | | |
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CONTACT DETAILS:

Mrs Jennifer Bendall
Clerk / Responsible Financial Officer
Norton Lindsey Parish Council
7 Brick Kiln Close
Norton Lindsey
Warwick
CV35 8DL

Telephone: 01926 843534
Email: nortonlindseypc@outlook.com

Website: www.nortonlindseypc.org

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost * |
| | Photocopying @ 30p per sheet (colour) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

* the actual cost incurred by the public authority