

Information available from Clipston Parish Council under the model publication scheme (2009)

In accordance with the provisions of the Freedom of Information Act 2000 the scheme specifies the classes of information which local councils / parish meetings publish.

Excluded throughout the scheme is general correspondence sent or received by councils / parish meetings and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

If original documents are more readily available from another source, details of that organisation are again specified in the scheme.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Clipston Parish Council		

Who's who on the Council :- Cllr. Robert Burnham (Chairman) Cllr. Anthony Price (Vice-Chairman) Cllr. Mrs. Angela Fellowes Cllr. Mrs. Caroline Kemsley-Pein Cllr. Mrs. Heather Weston Cllr. Pam Booker Cllr. Michael Ward Cllr. Jonathon Wills		
Contact details for Parish Clerk:- Mrs. Felicity Ryan clerk@clipstonparishcouncil.org 01604740429		
Location of main Council office:- 3, Skippons Court, Naseby Northants NN6 6DT		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	By Appointment with Clerk	
Precept	By Appointment with Clerk	
Financial Standing Orders and Regulations	By Appointment with Clerk	
Grants given and received	By Appointment with Clerk	
Current Year End Accounts	By Appointment with Clerk	

Class 3 – What our priorities are and how we are doing		
Parish Plan	Email Hard Copy	Yes
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	First Wednesday of every month Parish Meeting each March before P.C. meeting	
Agendas of meetings	Notice Board Website	
Minutes of meetings	Notice Board Website	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Minutes	
Responses to planning applications	Minutes	
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: -		
Procedural standing orders	By Appointment with Clerk	
Code of Conduct	By appointment with Clerk	

Information security policy		
Records management policies (records retention, destruction and archive)	By Appointment with Clerk	
Data protection policies	By Appointment with Clerk	
Schedule of charges	See Below	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	By Appointment with Clerk	
Assets Register	By Appointment with Clerk	
Disclosure log (indicating the information that has been provided in response to requests)	By Appointment with Clerk	
Register of members' interests	Daventry District Council	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Seating, litter bins, clocks, memorials and lighting	By Appointment with Clerk	
Bus shelters	By Appointment with Clerk	

Contact details:

Clerk (details above)

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 @ 50p per sheet (black & white)	Actual cost 50p (Admin. and copy charges)
	Postage	Actual cost of Royal Mail standard 2 nd class