

Information available from Arthingworth 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 Arthingworth Parish Council	http://www.arthingworthpc.co.uk/	

Who's who on the Council :- Cllr. Lesley Sanderson (Chairman) Cllr. Sue Handy (Vice-Chairman) Cllr. Bernadette Kennedy Cllr. Michael Kennedy Cllr. Keith Ross Cllr. Liz Ellis Cllr. Graham Robinson		
Contact details for Parish Clerk:- Mrs. Lynne Partridge Clerk123@btinternet.com 01858 525 450		
Location of main Council office:- Old Malt House, 11 The Green, Clipston, Market Harborough, Leicestershire, LE16 9RS		
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	Online	
Precept	By Appointment with Clerk	

Financial Standing Orders and Regulations	Online	
Grants given and received	By Appointment with Clerk	
Previous Year End Accounts Current Year End Accounts	Online By Appointment with Clerk	
Class 3 – What our priorities are and how we are doing		
Parish Plan	Online Email Hard Copy	Yes
Neighbourhood Plan	In Progress	
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Usually first Tuesday of every month Parish Meeting in April	
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	Online	
Code of Conduct	Online	
Financial Regulations	Online	
Transparency Code	Online	
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	Online	
Disclosure log (indicating the information that has been provided in response to requests)	By Appointment with Clerk	
Register of members' interests	West Northants. Council Website	
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, lighting	By Appointment with Clerk	
Burial Ground	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 @ £1p per sheet (black & white)	Cost of Admin. and copy charges)
	Postage	Actual cost of Royal Mail standard 2 nd class
Record Search		£30