

Information available from Norton Lindsey Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost						
Class 1 - Who we are and what we do								
<p>Norton Lindsey Parish Council Key Tasks</p> <ol style="list-style-type: none"> 1. To act as the focus for the completion of Services within the Parish: to act as the liaison with the District and County Council and to monitor the completion of works within the Parish. 2. To comment on Planning Applications both within the Parish and externally where these affect the Parish. 3. To take effective action to accommodate concerns of Parish resident. 4. To hold an Annual Meeting to allow residents to raise issues and receive reports. 5. To raise annually a precept and to acquire additional funding for specific Projects within the Parish. 6. To protect the Heritage of the village especially within the Conservation Area. 7. To authorise and spend efficiently the precept and other funds and obtain value for money by obtaining multiple quotes whenever possible. 8. To publicise the activities of the Council throughout the Parish. 	<p>The Parish Council Meeting Agenda is displayed on the website and on the three notice boards within the Parish three clear days before the meeting it refers to, and the Minutes of each meeting are also displayed on the website and the notice boards within one month of each meeting. A synopsis of the Minutes is placed in the Monthly Church Magazine.</p> <p>In addition, information on Major Projects is posted as required.</p> <p>Copies of the Agenda and Minutes can also be obtained from the Parish Clerk.</p>	<p>6p per sheet</p>						
<p>The present Councillors are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Councillor J Stobart (Chairman)</td> <td style="width: 50%;">Councillor K Sparkes</td> </tr> <tr> <td>Councillor Miss A Birch</td> <td>Councillor M Neale</td> </tr> <tr> <td>Councillor R Mann</td> <td>Councillor Mrs A Mace-Leska</td> </tr> </table> <p>The Parish Clerk is Mrs Jennifer Bendall, 7 Brick Kiln Close, Norton Lindsey, Warwick, CV35 8DL</p> <p>All correspondence and contact is through the Parish Clerk: telephone – 01926 843534; e-mail – nortonlindseyipc@outlook.com The Parish Council website is http://nortonlindseyipc.org</p>	Councillor J Stobart (Chairman)	Councillor K Sparkes	Councillor Miss A Birch	Councillor M Neale	Councillor R Mann	Councillor Mrs A Mace-Leska		
Councillor J Stobart (Chairman)	Councillor K Sparkes							
Councillor Miss A Birch	Councillor M Neale							
Councillor R Mann	Councillor Mrs A Mace-Leska							
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.)								

The Precept is set annually in December for the following year and takes account of known income and expenditure for the coming financial year commencing April the following year. The Parish Clerk is the Financial Officer for the Council and holds authority and responsibility over all financial transactions. All Cheques and Financial Transactions are authorised by at least two Councillors and the bank accounts and cheque books are audited by Cllr Mrs Anna Mace-Leska every two months and reported to the Council.	Available on the website, at the Annual Public Meeting and through the Parish Clerk if notice is given.	
The Parish Clerk is responsible for all Financial Records and for the display of the Annual Accounts at the Annual Public Meeting held in April each year. These accounts are audited at Local Level and are available to the public prior to being Audited by the Government appointed external auditors in June. Notice of these audits are publically displayed.	Available on the website, at the Annual Public Meeting, on Parish notice boards and through the Parish Clerk if notice is given.	
Precept is £8,000.00 for the financial year 2018/19.		
Financial Standing Orders and Regulations	Available on the website and through the Parish Clerk if notice is given.	
Members' allowances and expenses - The Clerk's expenses are checked and authorised by the Chairman.		
Class 3 - What our priorities are and how are we doing		
The Parish Council published a Parish Plan in 2014.		
The Chairman submits a verbal Report to the Annual Open Meeting held each year in the Village Hall in April. The District and County Councillors also attend and highlight current issues at District and County Level. This is followed by a question and answer session and a special item is raised if there is a specific area of concern affecting the Parish.	Copies of the Notes of the Meeting are retained by the Clerk and posted on the Notice Boards and Website.	6p per sheet
The Parish Council has an action plan which is reviewed annually and reported on at each ordinary meeting. The Council takes a proactive approach to concerns of residents and currently progresses concerns at the poor state of roads, footpaths and pavements in this rural community together with taking action to monitor and highlight speeding traffic in the village. We financially support village activities which improve the options for social and cultural development.	Details are minuted in the Council Minutes published monthly.	6p per sheet
Class 4 – How we make decisions		
The Minutes of all meetings are held by the Parish Clerk which record all decisions. These Minutes are recorded in a loose leaf Minute Book suitably signed and copies are posted on the website and Parish Council notice boards.	Details are minuted in the Council Minutes published monthly.	6p per sheet
The Parish Council meets 10 times each year, usually on the second Tuesday in the month with a Parish Assembly (Open Meeting) in April each year. The Agenda is posted on the website and notice boards throughout the Parish.		
Reports presented to Council meetings – these are included in the Minutes. Note this will exclude information that is properly regarded as private to the meeting.		
Responses to consultations are formulated by a Councillor and the Parish Clerk. The results are reported to the full meeting of the Parish Council.		
Responses to planning applications - if possible planning applications are brought to a full meeting of the Parish Council for resolution but if the response is required before the next meeting, a special meeting is called or the Clerk responds on behalf of the Council under the Scheme of Delegation.		
Bye-Laws - Norton Lindsey Parish Council has no Bye-Laws.		
Class 5 – Our policies and procedures		
The Norton Lindsey Parish Council has no special Procedures except those defined earlier in this Document.		

<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders - the Council's Procedural Standing Orders are available on the website or through the Parish Clerk • Committee and sub-committee terms of reference - there are no free-standing committees or sub-committees. • Delegated authority in respect of Officers. There are no delegated powers. The Parish Clerk is the Chief Financial Officer and has delegation to move money between Bank Accounts and to pay petty cash bills. All major financial decisions have to be sanctioned by the Council. All cheques are signed by at least two Councillors. • Code of Conduct - the Council follows the District Code of Conduct, a copy of which is available on the website or through the Parish Clerk. • Policy statements, the Council has no additional Policy statements. 	<p>Available on the website and through the Parish Clerk if notice is given.</p>	<p>6p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff - the Council does not employ any staff other than the Parish Clerk.</p>		
<p>Internal policies relating to the delivery of services - the Council does not deliver services except monitoring those delivered by the District and County Councils.</p>		
<p>Equality and diversity policy - the Council operates to provide equal opportunities.</p>		
<p>Health and safety policy - the Council endeavours to provide a healthy and safe environment within its sphere of operation.</p>		
<p>Recruitment policies (including current vacancies) - not applicable.</p>		
<p>Policies and procedures for handling requests for information - the Parish Clerk is responsible for dealing with all requests for information.</p>		
<p>Complaints procedures (including those covering requests for information and operating the publication scheme) – the Council operates a Complaints Procedure which is available on the website or through the Parish Clerk</p>		
<p>Information security policy - all documentation is held by the Parish Clerk</p>		
<p>Records management policies – The Council's Document Retention and Disposal Policy is available on the website or through the Parish Clerk. The Clerk holds the current Minute Book which includes Minutes of all meetings, and completed Minute Books are archived with the Warwickshire County archives as and when they are completed and no longer referred to.</p>		
<p>Data protection policies - the Council protect all personal data in accordance with the General Data Protection Regulation.</p>		
<p>Class 6 – Lists and Registers</p>		
<p>Currently maintained lists and registers only.</p>		
<p>The Parish Clerk holds a copy of the Electoral Register for the Parish and receives regular updates.</p>		
<p>Assets Register - the Asset Register is held by the Parish Clerk.</p>		
<p>Any Member of the Council must disclose an interest related to a subject or item under discussion and this is minuted in accordance with Standard Procedures.</p>		
<p>Register of members' interests - these are registered with the Parish Clerk and Warwick District Council.</p>		

Register of Gifts and Hospitality – these are registered with the Parish Clerk and Warwick District Council.		
Class 7 – The Services We Offer		
The Council contribute annually to the upkeep of the Village Hall, Play Area, Church Yard, and various clubs.		
The Parish Council own and maintain 4 seats in the village, located at the Millennium Green, Red Horse Corner and two on the village field. The Parish Council maintain 6 Salt Bins, and 4 Dog Litter Bins.		
The Parish Council oversees the maintenance of the Victoria Memorial located adjacent to the Millennium Green, and the new Elisabethan Jubilee Memorial at Red Horse Corner.		
The street lighting in the village is owned and maintained by Warwickshire County Council but the Parish Council endeavours to upgrade the lighting standards to a more sensitive unit when finance permits.		
The Parish Council owns the Bus Shelter in Main Street and is responsible for its maintenance.		
Agency agreements - there are no Agency Agreements.		

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 @ 6p per sheet (black & white)	Actual cost incurred by Parish Council
	Photocopying @ 10p per sheet (colour)	Actual cost incurred by Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class

Reviewed and updated

Norton Lindsey Parish Council Ordinary Meeting 12 June 2018