

# **Carlton Parish Council**

## **Publication Scheme September 2025**

### **1. General**

This Publication Scheme is made under section 19 of the Freedom of Information Act 2000 by Carlton Parish Council, which currently operates from Home Farm House, 7 Main Street, Carlton, CV13 0BZ (Tel 01455-290934).

The purpose of this scheme is to ensure that information generated by the Parish Council in the course of its activities is freely available, to inform the public of the information which is available, and to comply with the provisions of the Freedom of Information Act 2000.

The person responsible for the maintenance and operation of this scheme is the Clerk to the Parish Council at the time. This person is currently Dr Christopher John Peat of the above address.

### **2. Method of publication**

All classes of information specified in this scheme shall be published by being made available for inspection without charge by any member of the public at the home address of the Parish Clerk at any reasonable time.

The information covered by this scheme is in the form of maps and charts, printed and typed documents and handwritten entries in bound ledgers.

The Parish Clerk is authorised to provide up to ten A4-sized copies of pages of specified information free of charge. Copies of additional pages may be provided at cost, currently 10p per A4 page.

Items marked with an asterisk (\*) in the lists below can be downloaded from the Parish Council's website: [carltonpc.co.uk](http://carltonpc.co.uk).

### **3. Classes of information contained within the scheme**

#### **A. Minutes**

- a) Copies of minutes of Parish Council meetings for last five years\*
- b) Copies of minutes of Parish Meetings for last five years\*
- c) Copies of agendas of Parish and Parish Council meetings for last five years\*
- d) Copies of Reports for last five years\*

The signed minutes of Parish Council meetings and Parish Meetings are deposited on permanent loan at the Leicestershire Record Office on conclusion of the audit each year.

## **B. Code of Conduct**

- a) Current Members Declarations of Acceptance of Office\*
- b) Current Members Register of Interests\*
- c) Current Members Register of Gifts and Hospitality\*

## **C. Planning documentation**

- a) Comments on planning applications for one calendar year after the date of determination of the application

Comments are summarised in the minutes of the relevant meeting\*.

## **D. Financial information**

- a) Quarterly financial reports listing all transactions for last five financial years\*
- b) Approved budget for last five financial years\*
- c) Summary financial statement for last five financial years\*
- d) Annual audit return form, statutory report by external auditor, and statutory report by internal auditor for last five financial years\*
- e) Receipts and payments account book\* and supporting documentation for last five financial years
- f) Current Financial Regulations\*
- g) Inventory for last five financial years\*
- h) Risk assessment for last five financial years\*

## **E. Parish Cemetery**

- a) Registers of graves and burials
- b) Current plan of grave spaces
- c) Current Regulations and Schedule of Fees and Charges\*

## **F. Publications**

- a) Annual Report\*
- b) Carlton Parish Appraisal 2001\*  
Carlton Parish Plan 2011\*  
Carlton Parish Plan 2021\*
- c) Carlton News\* - last four issues

## **G. Implementation**

This Publication Scheme was approved by Carlton Parish Council at its meeting on Wednesday 10<sup>th</sup> September 2025.