

Freedom of Information

Burton Overy Parish Council

Information available under the model publication scheme

Information to be published	How to obtain the information
<p>Class 1 – who we are and what we do</p> <p>Agendas Minutes Meetings Events Contact details</p>	<p>Copies of agendas, meeting papers and minutes dating back to January 2016 can be found on the Parish Council website at: www.burtonoverypc.org.uk .</p> <p>Agendas for council meetings are published on the website and placed on the parish council notice board three clear working days before each meeting. Meeting papers can be viewed on the website or by application to the Clerk. Approved minutes are published on the website and notice board following the next council meeting.</p> <p>Details of forthcoming meetings and events can be found on the website and notice board.</p> <p>Details of the Chair, Clerk and Parish Councillors can be found on the website and noticeboard or by contacting the Clerk, Kate Barker, on 0782 779 7125 or by email: burtonoverypc@gmail.com</p>
<p>Class 2 – what we spend and how we spend it</p> <p>Budget & Precept Financial Regulations Standing Orders Annual Return and Audit Grants Expenses</p>	<p>All documentation relating to Burton Overy Parish Council's finances can be obtained either via the Parish Council's website 'Finance' section or by contacting the Clerk.</p> <p>Burton Overy Parish Councillors receive no expenses.</p> <p>Burton Overy Parish Council maintains up to date, agreed records of all income and expenditure, details of which may be obtained by contacting the Clerk.</p> <p>Members of the public are welcome to attend all meetings and may table questions relating to any item on the agenda.</p>
<p>Class 3 – what our priorities are and how we are doing</p> <p>Strategy Performance Plans Assessments Inspections and reviews.</p>	<p>Burton Overy Parish Council receives the Chairman's Annual Report at the May meeting each year. This meeting is preceded by the Annual Parish Meeting where members of the public can ask questions about the work of the council or discuss current issues.</p> <p>Annual Reports from previous years can be downloaded from the Parish Council website or requested from the Clerk.</p> <p>The Council's finances are audited annually by both an internal and an external auditor. The audited accounts are published in line with legal requirements to do so.</p>

<p>Class 4 – how we make decisions</p> <p>Timetable of meetings, proposals and decisions. Decision making processes, internal criteria, procedures and consultations.</p>	<p>The scheduled dates of all Parish Council meetings for the year can be found on the website and are displayed on the noticeboard. An electronic or hard copy of this schedule can be obtained from the Clerk.</p> <p>Burton Overy Parish Council's responses to planning applications relating to the Parish can be viewed online via the Harborough District Council website. Alternatively details can be requested from the Clerk.</p> <p>Agendas and minutes of previous meetings are displayed on the Parish Council noticeboards and can be downloaded from the Parish Council website.</p> <p>Copies of reports presented to council meetings and other documentation may be viewed on the website or acquired in printed or electronic form on application to the Clerk.</p> <p>All meetings are open to the public and the press as prescribed by the Local Government Act (1972) ss.100 and ss.102, and the Public Bodies (Admission to Meetings) Act (1960)</p>
<p>Class 5 - policies and procedure</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities.</p> <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Risk Assessment • Policy for Payment of Grants • Data Protection • Freedom of Information • Local Council Insurance documentation • Register of Data Controller's Certificate 	<p>These documents can be downloaded from the Parish Council website. Alternatively, a hard copy can be obtained from the Clerk.</p>
<p>Class 6 – lists and registers</p>	<p>The Register of Members' interests is available on the Parish Council website or as a hard copy or email attachment on application to the Clerk. These details are also published on the Harborough District Council website.</p> <p>The Burton Overy Parish Council Asset Register is available on the website or by application to the Clerk.</p>
<p>Class 7 – the services we offer</p>	<p>Burton Overy Parish Council responds to all residential planning applications and district, county and national consultations which have a bearing on the quality of life and future of the village. The council funds and maintains the street lights and arranges and manages the dog waste collection.</p> <p>Council procedures ensure sound financial management and good governance on behalf of parishioners.</p>