

FREEDOM of INFORMATION ACT

Information available from Boothby Pagnell Parish Meeting under the Model Publication Scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do</p> <p>Boothby Pagnell Parish Meeting is a statutory body, falling within the administrative boundaries of South Kesteven District Council.</p> <p>We usually hold an annual general meeting each year immediately followed by an ordinary meeting. This is because there is generally only limited business for the Meeting to transact and convening a separate meeting later in the year has attracted little support. If any resident has any issue that they would like to discuss, that they feel cannot or should not wait for the next annual meeting, then they should approach either the Parish Clerk or the Chairman of the Parish Meeting as they prefer. Contact details are provided below.</p> <p>All meetings are open to the public and all registered local electors are able to vote at the meeting.</p>	<p>The Parish Meeting does not operate a website. However, there is a village website operated by private individuals at which various items of interest can be viewed www.boothby.org.uk.</p> <p>In addition, information is available on request from the Parish Clerk and the Chairman at all reasonable times.</p>
<p>Contact details:</p> <p>Chairman of the Parish Meeting</p> <p>Parish Clerk</p>	<p>Jo Blake The Rectory, Main Road Tel 585898</p> <p>Peter Williams Woodview, Ponton Road, BoothbyPagnell@Hotmail.com Tel 585437</p>
<p>Parish Trustees:</p> <p>The Chairman of the Parish Meeting for the time being and the Monitoring Officer of South Kesteven District Council are the Parish Trustees. The Trustees have certain powers to hold property on behalf of the Parish Meeting.</p>	<p>At present the Parish Meeting owns no property other than cash balances held at HSBC.</p>

<p>Class 2 – What we spend and how we spend it</p> <p>Financial information relating to income and expenditure of the Parish Meeting together with details of assets and liabilities and reserves held by the Parish Meeting.</p> <p>Annual Return</p> <p>Auditor’s annual report</p>	<p>All financial information is presented at the Annual General Meeting of the Parish Meeting. It is shown in the form of an Income and Expenditure Account for the year together with a balance sheet drawn up as at 31 March each year.</p> <p>A copy of the financial information is posted on notice boards and is currently also circulated by email to all residents registered on the email list. It is sent with the notice of the Annual General Meeting.</p> <p>Past copies are available from the Parish Clerk and from the Chairman of the Parish Meeting and also online at www.boothby.org.uk</p> <p>The Parish meeting completes and submits an Annual Return. The return is examined by external auditors unless a certificate of exemption is produced. It is also available for inspection by any resident of the parish at any reasonable time on request to the Chair of the Parish Meeting or the Parish Clerk.</p> <p>The auditor’s report forms part of the combined Annual Return for the Parish Meeting and is available as above</p>
<p>Class 3 – What our priorities are and how we are doing</p> <p>All matters affecting the Parish are open for discussion at the Parish Meetings. Any resident</p>	

<p>wishing to raise a matter at a meeting should inform the Parish Clerk or the Chairman of the Parish Meeting in advance to assist with good management of the meeting.</p> <p>All planning applications are copied to the Clerk by SKDC. The Chairman and the Clerk review these and seek to canvass local opinion before responding to SKDC on behalf of the Parish.</p>	
<p>Parish Plan</p>	<p>There is no current adopted plan for the parish.</p>
<p>Class 4 – How we make decisions</p> <p>Decisions on all matters of finance and policy are taken at the meetings of the parish. All residents are entitled to attend these meetings. The meetings are held in a relaxed format and all those who attend are encouraged to contribute. Voting on all matters is conducted by a show of hands of those present at the meeting and who are also on the Boothby Pagnell electoral register.</p> <p>Results of these meetings are recorded in the Minutes.</p>	<p>A copy of the minutes of each meeting is made available to those who attend the next meeting. Once signed as a true record they are available for inspection by all residents on request.</p>
<p>Agendas of forthcoming Parish Meetings are sent out seven clear days before the meetings.</p>	<p>Hard copies are currently posted on notice boards and are email delivered to all residences in the village who have opted in to the village circulation list. Copies are usually also available online from the Boothby Pagnell website.</p>
<p>Minutes of meetings are signed at the next Meeting and are thereafter available for inspection on request by all residents.</p>	<p>Copies of minutes are also usually posted on the Boothby Pagnell website.</p>
<p>Class 5 – Our policies and procedures</p> <p>Planning applications</p> <p>Procedural Standing Orders – adopted in 2014.</p> <p>Financial Regulations – no adopted policy</p>	<p>As approved by the Parish Meeting in July 2005. Copies available on request as well as published on the village web site</p> <p>Available on the website</p>

Class 6 – Lists and Registers	
Any publicly available register	None held
Class 7 – The services we offer	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	The Parish Meeting does not offer formal services. The Clerk and Chair are available for informal consultation on any village matter that might be relevant to the parish.
Services for which the parish is entitled to recover a fee, together with those fees	None - apart from the Parish Precept, collected as part of residential Council Tax
Additional Information:	
All relevant letters/documents received or produced by the Parish Meeting in the year are available for inspection at meetings	

Contacts:

The Parish Clerk

Peter Williams

Tel 585437

The Chair of the Parish Meeting

Jo Blake

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Tel 585898

BoothbyPagnell@Hotmail.com

Approved by Boothby Pagnell Parish Meeting

Chairman

Date