

Information available from Lighthorne Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do The Parish Council consists of 5 elected Parish Councillors and a Parish Clerk. They meet every month. Our aim is to ensure that Lighthorne remains a pleasant place to live and work.</p>	<p>Agendas are placed on the village noticeboard 5 days prior to the meeting and on the website.</p>	
<p>Chairman of the Meeting – Alan Archer</p>	<p>Website</p>	
<p>The Parish Councillors – Laura Steele (Vice Chair), Andy Smith, Peter Reynolds and Hermione Archer.</p>	<p>Website</p>	
<p>Who's who on any committees – Alan is Chairman and also a member of the Gaydon Liaison Group which consists of representatives from Jaguar Land Rover, Aston Martin Lagonda, the County Council, the District Council and local parishes. Laura and Andy represent the parish at the Community Governance Meetings. Andy is responsible for our website.</p>	<p>Minutes are on the website.</p>	
<p>Corinne Hill is the Parish Clerk and she can be contacted on: 01926 641220 or lighthornepc@gmail.com.</p>	<p>Website</p>	

<p>Class 2 – What we spend and how we spend it</p> <p>Accounts are kept by the Parish Clerk and are available for inspection by contacting her. They are audited annually by an internal and external auditor. Additional information regarding the audit process is placed on the village noticeboard in May and on the website. A large portion of the precept is spent on maintaining the Village i.e. grounds maintenance, lighting, electricity, insurance cover.</p>		
Precept	£	
Annual Return Form	website	
Auditor’s annual report	Website	
<p>Class 3 – What our priorities are and how we are doing</p> <p>Refurbishing our play area and providing outdoor gym equipment. Incorporating new housing developments into our community.</p>	Minutes available on website	
<p>Class 4 – How we make decisions</p> <p>The Parish Council discusses the matter at ordinary parish meetings which are advertised and open to the public. A vote is taken after the discussion. All decisions are minuted.</p>	Website	
Agendas of meetings	website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	

<p>Class 5 – Our policies and procedures Standing Orders (includes Financial Regulations) are reviewed annually. Risk Assessment Policy is reviewed annually. Insurance Cover is reviewed annually.</p>		
<p>Policies and procedures for the conduct of business by the Parish Meeting: Procedural standing orders Financial regulations Audit recommendations</p>	<p>Copies available from the Parish Clerk</p>	
<p>Class 6 – Lists and Registers Register of Councillors Interests</p>	<p>Website</p>	
<p>Assets list</p>	<p>Copy available from the Parish Clerk</p>	
<p>Class 7 – The services we offer</p>		
<p>The minutes detail all the items discussed and decisions taken. Our services are varied and the minutes will give you an insight into how the type of services we can provide.</p>	<p>Website</p>	

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Contact: Mrs. Corinne Hill, Parish Clerk, c/o Gaydon Fields Farm, Gaydon, Warwickshire CV35 0HF, telephone number: 641220 or email lighthornepc@gmail.com.

SCHEDULE OF CHARGES

No charge will be made for the copying of information.