

Freedom of Information Schedule

Information available from **Maidwell with Draughton Parish Council**

under the Model Publication Scheme, formally adopted by the Council by resolution on 12 March 2025

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>Maidwell with Draughton Parish Council is the primary tier of local government, charged with carrying out certain functions and responsibilities within the Parish of Maidwell with Draughton. To that end, the Council has a number of powers and undertakes a variety of activities, with the responsibility for the maintenance of street lighting and grass-mowing of particular areas. The Council has a cadre of 7 Councillors. Elections are held every 4 years and candidates who wish to become Councillors are elected by those on the Register of Electors for the Polling District of Maidwell with Draughton and entitled to vote at the time of an election. Any Councillor vacancy that arises during the 4-year period is filled either by means of a bye-election or, if no candidates for election come forward, by co-option. Councillors so elected or appointed serve for the duration of the 4-year period. The Council Officers are those of Chairman and Vice Chairman, positions that are filled by Councillors elected annually from amongst themselves. The Council employs a Clerk whose role is to both advise the Council on legal and administrative matters and to implement its policies and decisions. The Council also contracts with third party businesses for services such as village maintenance when necessary.</p>	<p>Hard copy – contact Clerk</p> <p>Information and contact details for the current Councillors and Clerk are available from the website https://maidwellwithdraughtonparishcouncil.gov.uk/</p>	<p>10p per sheet</p> <p>See details at end of this Table</p>

<p><u>Who's who on the Council and its Committees</u></p> <p>The current members of the Council are Cllr Penny Munro (Chairman), Cllr Charles Blake, Cllr Amanda Goddard, Cllr Tom Paybody (Vice-Chair), Cllr Lynne Hackworth, Cllr Crayson Jenkins and Cllr Jackson-Stops.</p>	<p>See below – the Council has no separate Committees/Sub Committees</p> <p>This information is also available on the website https://maidwellwithdraughtonparishcouncil.gov.uk/</p>	
<p><u>Location of main Council office</u> - The meetings are held in Loder Hall, Maidwell. Clerk works from home. e-mail: clerk@maidwellwithdraughtonparishcouncil.gov.uk</p>		
<p><u>Staffing structure</u> - The Clerk/Responsible Financial Officer has a contract of employment for 5 hours per week.</p>		
<p>Class 2 – What we spend and how we spend it</p> <p>The Council receives the majority of its <u>income</u> from Council Tax, in the form of a precept from West Northamptonshire Council with occasional monies received from grants and rebates e.g. from HM Revenue & Customs for VAT paid by the Council.</p> <p><u>Payments</u> are submitted by the Clerk and approved by the Council at its bi-monthly meeting. Approved payments are made by cheque, direct debit or bank transfer, signed by any two of the authorised signatories.</p> <p>Annual return form and report by auditor - Once agreed and signed off by the Auditor, a public Notice to that effect is posted. The Annual Return and Audit Report by PKF Littlejohn is held by the Clerk and is available for inspection.</p>	<p>Notice displayed on the designated Parish Council Notice Boards for a minimum of 14 days. Viewing by arrangement with the Clerk. Hard copy</p>	<p>10p per sheet</p>

<p>Finalised budget - Once finalised and approved by the Council, the annual Budget is implemented at the start of each financial year starting 1 April.</p> <p>Precept - Decided upon by the Council, normally around the calendar year end and submitted to West Northamptonshire Council in January each year.</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received.</p> <p>Members' allowances and expenses</p>	<p>Viewing by arrangement with the Clerk. Hard copy “ “</p> <p>Information on precept contained in Minutes of Meeting at which it is agreed.</p> <p>Viewing by arrangement with the Clerk “ “ £4,093 Salix loan</p> <p>N/A</p>	<p>“ 10p per sheet “</p>
<p>Class 3 – What our priorities are and how we are doing</p>	<p>N/A</p>	
<p>Parish Plan (see VDS/Neighbourhood Plan below)</p>	<p>N/A</p>	
<p><u>Annual Report to Parish</u></p> <p>The Annual Parish Meeting is held in May of each year.</p>	<p>Agenda and Minutes are posted and displayed as for any normal meeting.</p>	
<p>Quality Status</p>	<p>N/A</p>	
<p>Local charters drawn up in accordance with DCLG Guidelines</p>	<p>N/A</p>	
<p>Village Design Statement/Neighbourhood Plan</p>	<p>DDC made plan Nov 19</p>	

<p>Class 4 – How we make decisions</p> <p>The Council operates under Standing Orders that were re-adopted every May. Decisions are taken by simple majority voting; some day-to-day operational decisions are devolved to the Clerk.</p>	<p>Viewing by arrangement with the Clerk.</p>	
<p><u>Timetable of meetings</u></p> <p>The meetings of the full Parish Council are usually held on the second Wednesday of every other month, starting at 7.30pm</p>	<p>Email Hard copy – contact clerk</p>	<p>Free 10p per sheet</p>
<p><u>Agendas of meetings</u> (as above)</p> <p>The agenda for each full meeting of the Council is published 3 clear working days before the meeting.</p>	<p>Displayed on PC Notice Boards at M'well & Drton plus website Email Hard copy</p>	<p>Free 10p per sheet</p>
<p><u>Minutes of meetings</u></p> <p>All meetings of the Parish Council and its Committees are formally minuted. Minutes are taken by the Clerk or nominated person. NB: This will exclude information that is properly regarded as private to the meeting.</p>	<p>As above Email Hard copy</p>	<p>Free 10p per sheet</p>
<p>Reports presented to Council meetings – This will exclude information that is properly regarded as private to the meeting.</p>	<p>As above Email Hard copy</p>	<p>Free 10p per sheet</p>
<p>Responses to consultation papers</p>	<p>Email Hard copy</p>	<p>Free 10p per sheet</p>
<p>Responses to planning applications - Planning Applications, normally received by email are included on the agenda for the next full meeting of the Council. Where the deadline for response falls before the date of the next full meeting, the Clerk convenes an extra ordinary meeting for which an agenda is prepared and posted in the normal way. The</p>	<p>Responses to Planning Applications may be viewed by arrangement with the Clerk.</p>	

Clerk then sends the agreed response, in writing to the Planning Authority or, in the case of appeals, to the designated Appeals office.	Email Hard copy	Free 10p per sheet
Bye-laws	Email Hard copy	Free 10p per sheet
<p>Class 5 – Our policies and procedures</p> <p>The Council’s policy is to adhere to national and local guidance issued by the National Association of Local Councils and other relevant bodies and wherever possible, to adopt and customise Codes of Practice and similar model policies.</p> <p>Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copy – contact Clerk	10p per sheet
<p><u>Policies & procedures for the provision of services and the employment of staff</u></p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information - ICO Model Publication Scheme Complaints procedures Information security policy – N/A Records management policies – NALC Guidelines GDPR and Data protection policies - Schedule of charges – see footnote to this Guide</p>	Viewing or hard copy of any or all by arrangement with the Clerk	10p per sheet

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 @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

This Document was re-adopted by formal Resolution of the Maidwell with Draughton Parish Council at its Meeting on 11 March 2026

Signed: (Chairman)

Signed: (Clerk)