

**Information available from Gayton Parish Council under the Model Publication Scheme to be formally adopted by the Council by resolution on -----15th May-----
-- 2025**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Gayton Parish Council is the primary tier of local government, charged with carrying out certain functions and responsibilities within the parish of Gayton. The council has a number of powers and undertakes a variety of activities and is responsible for the maintenance of street lighting and open spaces. The council should consist 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 Gayton by those entitled to vote. Any Councillor vacancy that arises during the 4 year period is filled by either by bye-election or if no candidates for election come forward by co-option. Councillors so elected serve for the 4 year period. The Council Officers are those of the Chairman and Vice Chairman – positions 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 implement its policies and decisions. The Council also contracts with third party businesses for services such as village maintenance.</p>	<p>Gayton Parish Council Website www.gayton-northants.co.uk/index.html</p> <p>Information is also published in Gayton News distributed 5 times per year.</p>	<p>See details at end of this table</p>
<p>Who's who on the Council. The current members of the Council Cllrs, Carl Hamilton, Liam Hollin, Rachel Billing, Roger Clarke, Anna Goddard, Alistair Anderson and Rex Goddard</p>	<p>This information and email addresses/phone numbers are also available on the website</p>	
<p>Contact details for Parish Clerk – Vivien Hartley, 17a Dean's Row, Gayton, Northampton NN7 3HA. Tel 07936 419863, email: clerk@gaytonparishcouncil.gov.uk</p>		
<p>Location of main Council office and accessibility details – as in Clerk's details</p>		

above		
<u>Staffing structure</u> The Clerk and Responsible Financial Officer has a Contract of Employment for 28 hours per month.	Details available from the Clerk	
Class 2 – What we spend and how we spend it The Council receives most of its income from Council Tax by way of a precept from South Northants Council. For the Financial Year 2025/26 this amounts to £34500. Other income comes from a rebate from HMRC for VAT paid by the Council. Payments are submitted by the Clerk and approved by the Council at its meetings. Approved payments are made by cheque or on line signed or authorised by 2 of the authorised signatories.	The Council's accounts are externally audited on an annual basis (further details below).	
<u>Annual return form and report by Internal auditor published on website</u> Once agreed and signed off by the Internal Auditor, a Public Notice to that effect is posted.	The Notice is displayed on the designated Parish Council Notice Board in the High Street, Gayton for a minimum of 14 days and also the website. Viewing by arrangement with the Clerk.	
<u>Finalised budget</u> Once finalised and approved by the Council, the annual budget is implemented at the start of each financial year commencing April 1 st .	Viewing by arrangement with the Clerk or on website	
<u>Precept</u> The Precept is decided upon by the Council, normally around the calendar year end and submitted to South Northamptonshire Council in January each year. For the Financial Year 2025/26 this amounts to £34500.	Information on the precept is found in the Minutes of the meeting at which it was agreed – January 2015.	
Borrowing Approval letter – The council currently has no borrowing arrangements.		
Financial Standing Orders and Regulations – these were adopted on 15 May 2025	Viewing by arrangement with the Clerk	

Grants given and received – the Council receives no grants directly. It can make grants to voluntary and community organisations under the terms of Section 137 of the Local Government Act 1972.	Viewing by arrangement with the Clerk	
Members Allowances and Expenses- Councillors are entitled to claim allowances and expenses associated with the discharge of their role or function as a Council Member. In the financial year to 31.3.25 no claims were made.		
List of current contracts awarded and value of contract – the Council holds annual contracts with Sim’s Mowing for grass cutting and associated works for £5120, and Smith of Derby for maintenance of the Church Clock for £328 (only public clock in the village).	Viewing by arrangement with the Clerk	
Class 3 – What our priorities are and how we are doing		
Gayton Parish Plan – published in 2003, reviewed in 2011. It is one tool used by the Parish Council to address local needs and wishes and manage change within Gayton community. A Neighbourhood Plan development is currently taking place, the village has been consulted and results are being collated to go to the next stage.	Viewing by arrangement with the Clerk	
Annual Report to Parish – the Annual Parish Meeting is held in May each year and minuted in the normal way.	Agendas and Minutes are posted and displayed as for any normal meeting.	
Quality status – clerk holds Certificate in local Council Administration (CiLCA)		
Class 4 – How we make decisions The Council operates under Standing Orders, re-adopted in May 2025. Decisions are taken by simple majority voting.	Viewing by arrangement with the Clerk	
Timetable of meetings – meetings are generally held on second or third Thursday of January, February, March, May, June, July, September, October and November at 7.30pm in the Village Hall.		
Agendas of meetings – agendas for all meetings are published 3 clear working days before the meeting.	The agenda is displayed on the 2 village notice boards in the High Street and Village Hall porch and the website.	

<p>Minutes of meetings – All meetings of the Parish Council are formally minuted by the Clerk.</p>	<p>Minutes are displayed on the Website.</p>	
<p>Reports presented to council meetings – Reports from outside bodies and committees are, when available, circulated with the Agenda. Where this is not possible or when an update to the previously circulated information is required, reports are presented verbally at the meeting.</p>		
<p>Responses to consultation papers – External consultation papers are circulated to Councillors in advance of meetings and then placed on the Agenda for consideration at the next meeting. The Clerk then sends the agreed response where one is forthcoming.</p>	<p>Viewing by arrangement with the Clerk</p>	
<p>Responses to planning applications – Planning Applications, are included on the Agenda of the next meeting. An email is also forwarded to each councillor giving details of the application to which each councillor can respond. Where the deadline for response falls before the next meeting (particularly if it is a controversial application)the Clerk arranges an extension or may convene an extraordinary meeting, for which and agenda is prepared and posted as normal. The Clerk sends the agreed response from the Council to West Northants Council (the Planning Authority) or in the case of Appeals to the designated Appeals Office.</p>	<p>Responses to Planning Applications may be viewed by arrangement with the Clerk. Information is also available on the SNC Planning website</p>	
<p>Class 5 – Our policies and procedures 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 polices:</p> <ol style="list-style-type: none"> 1) Procedural Standing Orders – Standing Orders – Gayton Parish Council May 2025 2) Delegated Authority in respect of officers – Standing Orders and Financial Regulations 3) Code of Conduct – first adopted July 2012 (revisited May 2013,14 and 15) and re-adopted May 2025 4) Policy Statements – Gayton Parish Council: <ul style="list-style-type: none"> • Health and Safety Policy – not required as less than 5 staff • Policy and Procedure for handling requests for information – ICO 	<p>Viewing by arrangement with the Clerk</p>	

<p>Model Publication Scheme – adopted June 2013</p> <ul style="list-style-type: none"> • Complaints Procedure – no formal policy adopted • Information Security Policy – no codified policy • Records Management Policies – NCALC Guidelines • Data Protection Policies – according to NCALC guidelines using their Data Protection officer. 		
<p>Class 7 – The services we offer The Council assists with the following services:</p>	website; (some information may only be available by inspection by arrangement with the Clerk)	
Management of Spinney		
Village hall		
Defibrillator		
Village Green and recreational facilities on it.		
Seating, litter bins, clock, and lighting		

Contact details: Clerk to the Council

17 Dean’s Row

Gayton

Northampton, NN7 3HA. Tel 07936419863, email : clerk@gaytonparishcouncil.gov.uk

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
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