

PUBLICATION SCHEME

March 2024

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address	Website	
Location of main Council office and accessibility details	Website	

Class 2 - What we spend and how we spend it		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Members' allowances and expenses	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	On Request	
List of current contracts awarded and value of contract	Regular pyts included in minutes on website	

Class 3 - What our priorities are and how we are doing		
Parish Plan	Website	
Annual Report to Parish	Website	

Class 4 - How we make decisions		
Timetable of meetings	Website	
Agendas of meetings	Website	
Minutes of meetings N.B this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings N.B this will exclude information that is properly regarded as private to the meeting.	On Request	
Responses to consultation papers	On Request	
Responses to planning applications (in minutes)	Website	

Class 5 - Our policies and procedures		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> o Procedural standing orders o Committee and sub-committee terms of reference o Code of Conduct o Policy statements 	Website N/A Website Website	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> o Equality and diversity policy o Health and safety policy o Recruitment policies (including current vacancies) o Policies and procedures for handling requests for information o Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website	
Records management policies (records retention, destruction and archive)	On request	
Data protection policies	Website	
Schedule of charges	N/A	

Class 6 – Lists and Registers		
Register of gifts and hospitality	N/A	
Assets Register	Website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	On request	
Register of members' interests	Website	

Class 7 – The services we offer		
Village Hall		
Seating, litter bins and lighting		
Parks, playing fields and recreational facilities		

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		