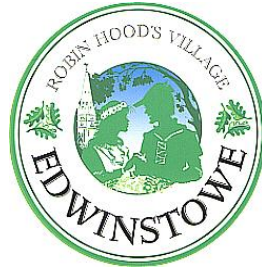


Edwinstowe Parish Council

Working to make a difference



Edwinstowe Parish Council Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational Information)		
• Who's who on the Council and its Committees	Website	Free
• Staffing structure	Website	Free
• Location of main Council office and accessibility details	Website	Free
• Contact details for Parish Clerk and Council members	Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
• Annual return form and report by auditor	Website	Free
• Finalised budget	Website	Free
• Precept	Website	Free
• Financial Standing Orders and Regulations	Website	Free
• Loans sanctioned	Website	Free
• List of current contracts awarded and value of contract	Website	Free
• Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
• Parish Plan/Neighbourhood Plan	Website	Free
• Chairman's Annual Report	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
• Timetable of meetings	Website	Free
• Agendas of meetings	Website	Free
• Minutes of meetings – nb this excludes information that is properly regarded as private to the meeting.	Website	Free
• Reports presented to council meetings - nb this excludes information that is properly regarded as private to the meeting.	Website	Free
• Responses to consultation papers	Website	Free
• Responses to planning applications	Website	Free
• Standing Orders	Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Code of Conduct • Policy statements 	Website	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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 	Website	Free

<ul style="list-style-type: none"> Complaints procedures (including those covering requests for information and operating the publication scheme) Schedule of charges for the publication of information 		
Class 6 – Lists and Registers		
<ul style="list-style-type: none"> Any publicly available register 	Paper copy	Discretionary
<ul style="list-style-type: none"> Assets Register 	Paper copy	Discretionary
<ul style="list-style-type: none"> Register of gifts and hospitality 	Paper copy	Discretionary
<ul style="list-style-type: none"> Register of members' interests 	Paper copy	Discretionary
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
<ul style="list-style-type: none"> Parks, playing fields and recreational facilities 	Paper copy	Discretionary
<ul style="list-style-type: none"> Seating, litter bins, clocks, memorials and lighting 	Paper copy	Discretionary
<ul style="list-style-type: none"> Public conveniences 	Paper copy	Discretionary
<ul style="list-style-type: none"> Agency agreements 	Paper copy	Discretionary
<ul style="list-style-type: none"> Printed communications 	Paper copy	Discretionary

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NB Paper copies available on request, may be chargeable subject to the Clerk's discretion.