

Newborough Parish Council

Publication Scheme

Latest review 2/07/2018

Information to be Published	How the information can be obtained		
	Internet	Notice Board	From the Clerk
Class 1 – Who we are and what we do			
Who's who on the Council	√	√	
Contact details for Parish Clerk	√	√	
Contact details for Council Members			√
Location of Council premises	n/a	n/a	n/a
Accessibility details for main Council premises			n/a
Staffing structure			n/a
Class 2 – What we spend and how we spend it			
Annual return form	√	√ for 1 month	√
Annual report	√		√
Financial information – current and previous year	√		√
Precept (and supporting budget)	√		√
Financial Regulations	√		√
Grants given and received			√
Current contracts awarded and their value			√
Items of Expenditure over £500	√		√
Business risk assessment	√		√
Class 3 – What are our priorities and how we are doing			
Newborough Neighbourhood Development Plan	√		√
Annual Report (Newsletter)	√		√
Quality Status *n/a at this point in time	n/a	n/a	n/a
Class 4 – How we make decisions			
Timetable of Council Meetings	√	√	√
Agendas of Council Meetings	√	√	√
Minutes of Meetings (excludes information regarded as private)	√		√
Responses to Planning Applications			√
Bye - laws	n/a	n/a	n/a
Class 5 – Our policies and procedures			
Standing Orders	√		√
Delegated authority in respect of officers	√		√
Code of conduct	√		√
Health and Safety Statement	√		√
Policy / procedures for requests of information	√		√
Complaints procedure	√		√
			√
Data protection policy	√		√
Records management policy			√
Class 6 – Lists and registers			
Any publicly available register or list			√
Asset register	√		√
Register of members interests'	√		√
Register of gifts and hospitality			√
Class 7 – The services we offer			
Playing fields	n/a	n/a	n/a
Other assets	n/a	n/a	n/a
Agency agreements	n/a	n/a	n/a
Photocopying	20p per sheet		
Postage	At current 2 nd class rate		
Statutory Fee	In accordance with relevant legislation		