

**Newborough Parish Council**  
**Publication Scheme**

| Information to be Published                                       | How the information can be obtained     |              |                |
|---|---|--------------|----------------|
|   | Website                                 | Notice Board | From the Clerk |
| <b>Class 1 – Who we are and what we do</b>                        |   |              |                |
| 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            |
| <b>Class 2 – What we spend and how we spend it</b>                |   |              |                |
| Annual return form  | √                                       | √            | √              |
| 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  | √                                       |              | √              |
| <b>Class 3 – What are our priorities and how we are doing</b>     |   |              |                |
| Newborough Neighbourhood Development Plan                         | √                                       |              | √              |
| Quality Status *n/a at this point in time                         | n/a                                     | n/a          | n/a            |
| <b>Class 4 – How we make decisions</b>                            |   |              |                |
| Timetable of Council Meetings                                     | √                                       | √            | √              |
| Agendas of Council Meetings                                       | √                                       | √            | √              |
| Minutes of Meetings<br>(excludes information regarded as private) | √                                       |              | √              |
| Responses to Planning Applications                                |   |              | √              |
| Bye - laws  | n/a                                     | n/a          | n/a            |
| <b>Class 5 – Our policies and procedures</b>                      |   |              |                |
| Standing Orders   | √                                       |              | √              |
| Code of conduct   | √                                       |              | √              |
| Health and Safety Statement                                       | √                                       |              | √              |
| Complaints procedure  | √                                       |              | √              |
|   |   |              | √              |
| Data protection policy  | √                                       |              | √              |
| General Privacy Notice  | √                                       |              | √              |
| <b>Class 6 – Lists and registers</b>                              |   |              |                |
| Any publicly available register or list                           |   |              | √              |
| Asset register  | √                                       |              | √              |
| Register of members interests'                                    | √                                       |              | √              |
| Register of gifts and hospitality                                 |   |              | √              |
| <b>Class 7 – The services we offer</b>                            |   |              |                |
| 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–available at<br>newboroughparishcouncil7@aol.com     | 20p per sheet                           |              |                |
| Postage   | At current 2 <sup>nd</sup> class rate   |              |                |
| Statutory Fee   | In accordance with relevant legislation |              |                |

Website; [www.newboroughvillage.co.uk](http://www.newboroughvillage.co.uk)  
 Email; [newboroughparishcouncil7@aol.com](mailto:newboroughparishcouncil7@aol.com)  
 Notice Board; In the village centre by the church gate.

Latest Review Date; 7<sup>th</sup> September 2020  
 Reviewed by; D Dolling, Clerk  
 Next Review Date; September 2022