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Information available from Nuthurst Parish Council under the model publication scheme

Date Adopted	Minute Number	Review Date
Nov 2018	2011/18	May 2019
May 2019	027-19/20	May 2020
May 2020		

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Location of main council office and accessibility details	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
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)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Borrowing Approval letter	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy Website	Disbursement cost
List of current contracts awarded and value of contract	Hard copy Website	Disbursement cost
Members' allowances and expenses	Hard copy Website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan / Vision Document	Hard copy Website	Disbursement cost

Annual report to Town Conference / Parish Assembly	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	Disbursement cost
Agendas of meetings (as above)	Hard copy Web site	Disbursement cost
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy Web site	Disbursement cost
Responses to planning applications	Hard copy Web site	Disbursement cost
Bye-laws	Hard copy	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Hard copy Web site	Disbursement cost
<u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Web site	Disbursement cost
Record management policies (records retention, destruction and archive)	Hard copy Web site	Disbursement cost
Schedule of charges (for the publication of information)	Hard copy Web site	Disbursement cost
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Asset Register	Hard copy Web site	Disbursement cost
Register of members' interests	Hard copy Web site	Disbursement cost
Register of gifts and hospitality	Hard copy Web site	Disbursement cost
Class 7 – The services we offer (information about the services we offer can be found on the Parish Councils Asset Register)		
Seating, litter bins, memorials and lighting	Available for inspection	Free of charge
Bus shelters	Available for inspection	Free of charge
Village Green	Available for inspection	Free of charge

