FRINDSBURY EXTRA PARISH COUNCIL

PUBLICATION SCHEME

Information to be published	How to obtain the information	Cost
Section 1 - Who we are and what we do Parish Council contact information Who's who on the Council and its Committees Contact details for Parish Clerk and Council members Location of main Council office and accessibility details Councillors declaration of interest forms	Hard copy and/or website	80p per printed sheet
Section 2 - What we spend and how we spend it Financial Regulations Annual return form and report by auditor Finalised budget Precept Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses Current and previous financial year	Hard copy/Website Hard copy Hard copy Hard cop Hard copy Hard copy Hard copy	80p per printed sheet
Section 3 - What our priorities are and how we are doing. Annual Parish Meeting	Hard copy/Website	80p per printed sheet
Section 4 – How we make decisions Agendas of meetings Minutes of meetings (approved minutes only) these will exclude information that is properly regarded as private to the meeting Responses to planning applications	Hard copy/Website Hard copy/Website Hard copy	80p per printed sheet
Section 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities – current information only		
Policies and procedures for the conduct of Council business and about the employment of staff: Standing Orders	Hard copy/website	80p per

Code of conduct Equality and diversity policy Anti-bullying and harassment policy Health and safety policy Policies and procedures for handling requests for information Disciplinary policy Complaints against the Parish policy Grievance Procedure Communication policy Data protection policy Training and development policy	Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website Hard copy/website	printed sheet
Risk Assessments	Hard Copy	80p per printed sheet
Data Protection policy	Hard Copy	80p per printed sheet
Section 6 – Lists and registers Asset register FEPC Directory (list of contacts from other agencies) Allotment register	Available for inspection	
Section 7 – The service we offer Allotments Parks, playing fields and recreational facilities Benches and litter bins Ecological sites	Hard copy	80p per printed sheet

Contact Details

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Approving committee: Frindsbury Extra Parish Council Meeting

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Policy Effect from: 28th February 2024

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