

CHADWICK END PARISH COUNCIL - Publication Scheme

| <b>Information to be published</b>   | <b>How the information can be obtained</b> | <b>Cost</b> |
|--|--|-------------|
| <b>Class1 - Who we are and what we do</b>  |  |             |
| Who's who on the Council and its Committees  | <b>Website</b>                             |             |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address) | <b>Website</b>                             |             |
| Location of main Council office and accessibility details  | <b>Website</b>                             |             |

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| <b>Class 2 - What we spend and how we spend it</b>      |  |  |
| Annual return form and report by auditor                | <b>Website</b>                                     |  |
| Finalised budget  | <b>Website</b>                                     |  |
| Precept   | <b>Website</b>                                     |  |
| Members' allowances and expenses                        | <b>Website</b>                                     |  |
| Financial Standing Orders and Regulations               | <b>Website</b>                                     |  |
| Grants given and received                               | <b>On Request</b>                                  |  |
| List of current contracts awarded and value of contract | <b>Regular pyts included in minutes on website</b> |  |

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| <b>Class 3 - What our priorities are and how we are doing</b> |         |  |
| Parish Plan   | Website |  |
| Annual Report to Parish                                       | Website |  |

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| <b>Class 4 - How we make decisions</b>   |            |  |
| Timetable of meetings  | Website    |  |
| Agendas of meetings  | Website    |  |
| Minutes of meetings N.B this will exclude information that is properly regarded as private to the meeting.                   | Website    |  |
| Reports presented to council meetings N.B this will exclude information that is properly regarded as private to the meeting. | On Request |  |
| Responses to consultation papers   | On Request |  |
| Responses to planning applications (in minutes)  | Website    |  |

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| <b>Class 5 - Our policies and procedures</b>   |   |  |
| <p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>○ Procedural standing orders</li> <li>○ Committee and sub-committee terms of reference</li> <li>○ Code of Conduct</li> <li>○ Policy statements</li> </ul>   | <p><b>Website</b><br/> <b>N/A</b><br/> <b>Website</b><br/> <b>Website</b></p> |  |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>○ Equality and diversity policy</li> <li>○ Health and safety policy</li> <li>○ Recruitment policies (including current vacancies)</li> <li>○ Policies and procedures for handling requests for information</li> <li>○ Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | <p><b>Website</b></p>   |  |
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| <p>Records management policies (records retention, destruction and archive)</p>  | <p><b>On request</b></p>  |  |
| <p>Data protection policies</p>  | <p><b>Website</b></p>   |  |
| <p>Schedule of charges</p>   | <p><b>N/A</b></p>   |  |

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| <b>Class 6 - Lists and Registers</b>   |            |  |
| Register of gifts and hospitality  | N/A        |  |
| Assets Register  | Website    |  |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | On request |  |
| Register of members' interests   | Website    |  |

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| <b>Class 7 - The services we offer</b>            |  |  |
|   |  |  |
| Village Hall                                      |  |  |
| Seating, litter bins and lighting                 |  |  |
| Parks, playing fields and recreational facilities |  |  |

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| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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