



Newton Poppleford and Harpford Parish Council Publication Scheme

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	Website Hard Copy	Free Charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
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)		
External Auditor's Annual return form and report	Website Hard Copy	Free Charge
Internal Auditor's Report	Website Hard Copy	Free Charge
Finalised annual budget	Website Hard Copy	Free Charge
Receipts/Payments Monthly	Website Hard Copy	Free Charge
Precept	Website Hard Copy	Free Charge
Borrowing Approval letter	Hard Copy	Charge
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy	Charge
Current contracts awarded and value of contract	Hard Copy	Charge
Members' allowances and expenses	Hard Copy	Charge

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Printed copies available	Free Free
Annual Report to Parish Meeting	Website Hard copy	Free Charge
Quality status	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, committee and sub-committee meetings; parish meetings)	Website Parish Notice Boards	Free Free
Meeting Agendas	Website Parish Notice Boards	Free Free
Meeting Minutes (this will exclude information that is properly regarded as private to the meeting)	Website Hard Copy	Free Charge
Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting)	Website Hard Copy	Free Charge
Responses to consultation papers	Hard Copy	Charge
Responses to planning applications	Hard Copy	Charge
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website Hard Copy	Free Charge
Committee and sub-committee terms of reference	Website	Free
Dispensation Policy	Hard Copy	Charge
Code of Conduct	Website Hard Copy	Free Charge
Policies and procedures for the provision of services and about the employment of staff	Not applicable	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Register of Burials	Available by inspection	Free
Assets Register	Hard Copy	Charge
Register of Members' Interests	Website Hard Copy	Free Charge
Register of Gifts and Hospitality	Hard Copy	Charge
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.) Current information only		
Allotments - Off Hunger Hill / Venn Ottery Road	Available by	Free

	inspection	
Burial grounds - St Luke's Church Cemetery and Cemetery off Venn Ottery Road	Available by inspection	Free
Seating	Hard Copy	Charge
Bus shelters along A3052	Available by inspection	Free
Parks, playing fields and recreational facilities		
Public conveniences - School Lane car park		
Parish Council Website - Along with Parish Council information the website lists local business and will publicise local events on request.	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial fees available from Clerk	Free

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

CONTACT DETAILS:

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