



## PUBLICATION SCHEME

Class 1 Who we are and what we do - organisational information, locations and contacts		
Information to be published	How the information can be obtained	Cost
Who's who on the Council	<ul style="list-style-type: none"> <li>Parish Council Website – “About Us”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Roles and Responsibilities	<ul style="list-style-type: none"> <li>Parish Council Website – “About Us”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

  

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 (Current and previous financial year as a minimum)		
Information to be published	How the information can be obtained	Cost
Annual Governance and Accountability Return and Auditor's Report	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Finalised Budget and Precept	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business” and minutes of Budget/Precept Setting meeting</li> </ul>	Free Free
Statement of Accounts	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business”</li> <li>Hard Copy of Statement of Accounts - Contact Parish Clerk</li> </ul>	Free Free
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> <li>Parish Council Website – “Policies”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business”.</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Members allowances and expenses	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business”.</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

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Class 3 What our priorities are and how we are doing - Strategies and plans; performance indicators and reviews		
Information to be published	How the information can be obtained	Cost
Parish Plan *	<ul style="list-style-type: none"> <li>Parish Council Website</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Neighbourhood Plan	<ul style="list-style-type: none"> <li>Parish Council Website – “Neighbourhood Plan”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Annual Report (current and previous year as a minimum)	<ul style="list-style-type: none"> <li>Parish Council Website</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

\* AwS does not currently have a Parish Plan

Class 4 How we make decisions - Decision making processes and records of decisions (Current and previous council year as a minimum)		
Information to be published	How the information can be obtained	Cost
Procedural Standing Orders	<ul style="list-style-type: none"> <li>Parish Council Website – “Policies”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Timetable of Parish Council Meetings	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Agendas of Parish Council Meetings	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business”</li> <li>Hard Copy – posted on the Parish Council noticeboard</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free Free
Minutes of Meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Reports presented to meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> <li>Parish Council Website (as necessary)</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Responses to consultation papers	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

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Class 5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders; Code of Conduct and Policy Statements	<ul style="list-style-type: none"> <li>Parish Council Website – “Policies”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Policies and procedures for the provision of services, employment of staff, management of information, etc; Complaints Procedure	<ul style="list-style-type: none"> <li>Parish Council Website – “Policies”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

Class 6 – Lists and Registers - Currently maintained lists and registers only		
Information to be published	How the information can be obtained	Cost
Register of Electors – Copy of the principal authority’s electoral register	<ul style="list-style-type: none"> <li>Visual Inspection – Contact Parish Clerk</li> </ul>	Free
Asset Register	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Business”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free
Register of Members’ Interests	<ul style="list-style-type: none"> <li>Parish Council Website – “About Us”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Register of Gifts and Hospitality	<ul style="list-style-type: none"> <li>Parish Council Website – “About Us”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

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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)		
Information to be published	How the information can be obtained	Cost
Lengthsman	<ul style="list-style-type: none"> <li>Parish Council Website – “About Us”</li> <li>Update reports in meeting Agendas and Minutes</li> </ul>	Free Free
Allotments	<ul style="list-style-type: none"> <li>There are currently no allotments within the Parish</li> </ul>	N/A
Burial grounds and closed churchyards	<ul style="list-style-type: none"> <li>The Parish Council is currently not responsible for any burial grounds or closed churchyards</li> </ul>	N/A
Community Centres and Village Halls	<ul style="list-style-type: none"> <li>There are currently no Community Centres or Village Halls within the Parish</li> </ul>	N/A
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> <li>Currently no responsibility for facilities</li> </ul>	N/A
Seating, litter bins, clocks, memorials and lighting	<ul style="list-style-type: none"> <li>Currently no direct responsibility for litter bins, clocks, memorials and lighting</li> </ul>	N/A
Bus shelters	<ul style="list-style-type: none"> <li>There are no bus shelters within the Parish</li> </ul>	N/A
Markets	<ul style="list-style-type: none"> <li>There are no markets operating within the Parish</li> </ul>	N/A
Public Conveniences	<ul style="list-style-type: none"> <li>There are no public conveniences within the Parish</li> </ul>	N/A
Services for which the council is entitled to recover a fee (e.g. burial fees)	<ul style="list-style-type: none"> <li>Not currently applicable</li> </ul>	N/A
Newsletter	<ul style="list-style-type: none"> <li>Parish Council Website – “Community News &amp; Events”</li> <li>Hard Copy – delivered to all households</li> </ul>	Free Free