COMBE HAY PARISH COUNCIL

Publication scheme

Information available from Combe Hay Parish Council under the publication scheme listed below.

The documents can be accessed from the council’s website http:/combehaypc.org.uk

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| **Information published** | **How the information can be obtained** |
| **Class 1- Who we are and what we do**Organisational information, structures, locations and contacts. Current information only. |
| Who ‘s who on the CouncilList of Members, Working parties and Committees | Website  |
| Contact details for Parish Clerk and Council members. Named contacts where possible with email address and a telephone number for the Chairman | Website and the noticeboard |
| **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. |
| Annual return form and report by auditor | Website and the noticeboard  |
| Finalised budget | Contact Clerk |
| Precept | Website, contact Clerk |
| Financial Standing Orders and Regulations | Website and the Clerk |
| Grants given and received | Website and the Clerk |
| List of payments/current contracts awarded and value of contract | Website and the Clerk |
| Member’s expenses | Clerk |
| **Class 3 – What our priorities are and how we are doing**Strategies and plans, performance indicators, audits, inspections and reviews |
| Parish Plan |  |
| Annual Report to Parish or Community Meeting  | Website and the Clerk |
| **Class 4 – How we make decisions**Decisions making processes and records of decisions. Current and previous council year as a minimum |
| Timetable of meetingsCouncil and Parish meetings | Website, newsletter and noticeboard |
| Agendas of meetings | Published on website, noticeboard and newsletter three clear days before the meeting |
| Minutes of meetings -nb this will exclude information that is properly regarded as private to the meeting | Available on the website  |
| Reports presented to council meetings nb this will exclude information that is properly regarded as private to the meeting | Request from the clerk |
| Responses to consultation papers | Request from the clerk |
| Responses to planning applications | Available on BANES Council planning portal  |
| **Class 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:* Procedural standing orders detailing delegated authority and terms of reference
* Code of Conduct
* Policy statements
* Welcome pack
 | Website and the Clerk |
| Policies and procedures for the provision of services and about the employments of staff:* Complaints procedures
 | Request from the Clerk |
| Schedule of charges for the publication of information | Contained in this policy |
| **Class 6 – Lists and Registers**Currently maintained lists and registers only |
| Risk Assessment | Request from the Clerk |
| Assets Register | Website and the Clerk |
| Register of Members Interests | Website and the Clerk |
| Register of gifts and hospitality | Detailed on member’s registers of interest on the PC website |
| **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. |
| Village grounds and asset maintenance.  | Website and/pr hard copy. Some information may only be available by inspection. |
| Seating, litter bins and lighting |
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**CONTACT DETAILS: CHARGES:**

Parish Clerk: Olga Shepherd Printing - £1 per document (black and white)

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