

Langar cum Barnstone

Parish Council

Adopted 09-06-2022

Information available from Langar cum Barnstone Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who on the Council	Hard copy available from Clerk By email Noticeboard Council Website	50p per sheet Free Free Free
Contact details for Parish Clerk and Council Members	Hard copy available from Clerk By email Noticeboard Council Website	50p per sheet Free Free Free
Council Address	Hard copy available from Clerk By email Noticeboard Council Website	50p per sheet Free Free Free
Staffing Structure	Council Website	Free
What we spend and how we spend it		
Annual return form and report by auditor	Hard copy available from Clerk Council Website	50p per sheet Free
Finalised budget	Hard copy available from Clerk Council Website	50p per sheet Free
Precept	Hard copy available from Clerk Council Website	50p per sheet Free
Borrowing approval letter	Hard copy available from Clerk	50p per sheet
Financial Standing Orders and Regulations	Hard copy available from Clerk Council Website	50p per sheet Free
Grants given and received	Hard copy available from Clerk	50p per sheet
List of current contracts awarded and value of contract	Hard copy available from Clerk	50p per sheet
Councillors' allowances and expenses	N/A	

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What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting	Hard copy available from Clerk Council Website	50p per sheet Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy available from Clerk By email Noticeboard Council Website	50p per sheet Free Free Free
Agenda of meetings	Hard copy available from Clerk Noticeboard By email Council Website	50p per sheet Free Free Free
Minutes of meetings Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy available from Clerk By email Council Website	50p per sheet Free Free
Reports presented to council meetings	Hard copy available from Clerk By email Council Website	50p per sheet Free Free
Responses to consultation papers	N/A	
Responses to planning applications	Rushcliffe Borough Council (RBC) website By email	Free Free
Our policies and procedures		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy available from Clerk/Council Website	50p per sheet
Committee and sub-committee terms of reference	Hard copy available from Clerk	50p per sheet
Delegated authority in respect of officers	N/A	
Financial Regulations	Hard copy available from Clerk/Council Website	50p per sheet
Code of Conduct	N/A	
Policy statements	Council Website	Free

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<p>Policies and procedures for the provision of services and about employment of staff:</p> <p>Internal policies relating to the delivery of services Policies and procedures for handling requests for information Complaints procedures Data protection policies</p>	<p>All policies: Hard copy available from Clerk Email</p>	<p>50p per sheet Free</p>
Lists and Registers		
Any publicly available register or list	N/A	
Asset Register	Hard copy available from Clerk/Council Website	50p per sheet
Disclosure log	N/A	
Register of members' interests	Available from Monitoring Officer/RBC Website	Free
Register of gifts and hospitality	N/A	
The services we offer		
Allotments	N/A	
Burial grounds	N/A	
Park, playing field and recreational facilities	Contact Clerk for details	
Seating, litter bins, clock, memorial and lighting	Contact Clerk for details	
Bus shelters	N/A	
Market place	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee	N/A	

Contact details:

Parish Clerk: Sharon Ellis
Langar cum Barnstone Parish Council
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Website: <https://langarbarnstone.co.uk>

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Schedule of Charges:

Photocopying: 50p per sheet (approx. cost)

Postage: Actual cost

POLICY HISTORY AND REVIEW

In the event of any significant change to the legal position on Publication, any relevant statutory requirements or any other related matter, this policy will be subject to review. In the event of no change the policy will be reviewed by June 2023.

The Model Publication Scheme for Langar cum Barnstone Parish Council were considered and approved by Full Council on 9th June 2022

Minute Reference: 2022/23 -16

Reviewed & Approved 13th July 2023

Minute reference – 2023-25 11e