Adopted 09-06-2022

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

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| 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 ClerkBy emailNoticeboardCouncil Website | 5p per sheetFreeFreeFree |
| Contact details for Parish Clerk and Council Members | Hard copy available from ClerkBy emailNoticeboardCouncil Website | 5p per sheetFreeFreeFree |
| Council Address | Hard copy available from ClerkBy emailNoticeboardCouncil Website | 5p per sheetFreeFreeFree |
| Staffing Structure | Council Website | Free |
| What we spend and how we spend it |
| Annual return form and report by auditor | Hard copy available from ClerkCouncil Website | 5p per sheetFree |
| Finalised budget | Hard copy available from ClerkCouncil Website | 5p per sheetFree |
| Precept | Hard copy available from ClerkCouncil Website | 5p per sheetFree |
| Borrowing approval letter | Hard copy available from Clerk | 5p per sheet |
| Financial Standing Orders and Regulations | Hard copy available from ClerkCouncil Website | 5p per sheetFree |
| Grants given and received | Hard copy available from Clerk | 5p per sheet |
| List of current contracts awarded and value of contract | Hard copy available from Clerk | 5p 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 ClerkCouncil Website | 5p per sheetFree |
| 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 ClerkBy emailNoticeboardCouncil Website | 5p per sheetFreeFreeFree |
| Agenda of meetings | Hard copy available from ClerkNoticeboardBy emailCouncil Website | 5p per sheetFreeFreeFree |
| Minutes of meetingsNote: this will exclude information that is properly regarded as private to the meeting. | Hard copy available from ClerkBy emailCouncil Website | 5p per sheetFreeFree |
| Reports presented to council meetings | Hard copy available from ClerkBy emailCouncil Website | 5p per sheetFreeFree |
| Responses to consultation papers | N/A |  |
| Responses to planning applications | Rushcliffe Borough Council (RBC) websiteBy email | FreeFree |
| Our policies and procedures |
| Policies and procedures for the conduct of council business:Procedural standing ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersFinancial RegulationsCode of ConductPolicy statements | Hard copy available from Clerk/Council WebsiteHard copy available from ClerkN/AHard copy available from Clerk/Council WebsiteN/ACouncil Website | 5p per sheet/Free5p per sheet5p per sheet/FreeFree |
| Policies and procedures for the provision of services and about employment of staff:Internal policies relating to the delivery of servicesPolicies and procedures for handling requests for informationComplaints proceduresData protection policies | All policies:Hard copy available from ClerkEmail | 5p per sheetFree |
| Lists and Registers |
| Any publicly available register or list | N/A |  |
| Asset Register | Hard copy available from Clerk/Council Website | 5p 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 |  |

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| Contact details: Parish Clerk: Sharon EllisLangar cum Barnstone Parish Council Telephone: 07984 07501622 Brownes Road, Bingham, Nottinghamshire NG13 8EF Email: langarbarnstoneclerk@gmail.comWebsite: https://langarbarnstone.co.ukSchedule of Charges:Photocopying: 5p 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