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 Clerk  By email  Noticeboard  Council Website | 5p per sheet  Free  Free  Free |
| Contact details for Parish Clerk and Council Members | Hard copy available from Clerk  By email  Noticeboard  Council Website | 5p per sheet  Free  Free  Free |
| Council Address | Hard copy available from Clerk  By email  Noticeboard  Council Website | 5p 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 | 5p per sheet  Free |
| Finalised budget | Hard copy available from Clerk  Council Website | 5p per sheet  Free |
| Precept | Hard copy available from Clerk  Council Website | 5p per sheet  Free |
| Borrowing approval letter | Hard copy available from Clerk | 5p per sheet |
| Financial Standing Orders and Regulations | Hard copy available from Clerk  Council Website | 5p per sheet  Free |
| 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 Clerk  Council Website | 5p 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 | 5p per sheet  Free  Free  Free |
| Agenda of meetings | Hard copy available from Clerk  Noticeboard  By email  Council Website | 5p 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 | 5p per sheet  Free  Free |
| Reports presented to council meetings | Hard copy available from Clerk  By email  Council Website | 5p 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  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Financial Regulations  Code of Conduct  Policy statements | Hard copy available from Clerk/Council Website  Hard copy available from Clerk  N/A  Hard copy available from Clerk/Council Website  N/A  Council Website | 5p per sheet/Free  5p per sheet  5p per sheet/Free  Free |
| Policies and procedures for the provision of services and about employment of staff:  Internal policies relating to the delivery of services  Policies and procedures for handling requests for information  Complaints procedures  Data protection policies | All policies:  Hard copy available from Clerk  Email | 5p per sheet  Free |
| 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 Ellis  Langar cum Barnstone Parish Council Telephone: 07984 075016  22 Brownes Road, Bingham, Nottinghamshire NG13 8EF Email: langarbarnstoneclerk@gmail.com  Website: https://langarbarnstone.co.uk  Schedule 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