

PAPPLEWICK PARISH COUNCIL

Model Publication Scheme



Adopted: March 2017

Reviewed: January 2018

PAPPLEWICK PARISH COUNCIL

Information available from Papplewick Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	Can be viewed via the following: 1. On the Council's website www.papplewick.org 2. Email at clerk@papplewick.org 3. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm	All copies charged at 10p per sheet unless otherwise stated
Who's who on the Council and its Committees	As above	
Contact details for Parish clerk and Council members (named contacts where possible with telephone number and email address (if used))	Can be viewed via the following: 1. On the Council's website www.papplewick.org 2. In the Council's noticeboards 3. Email at clerk@papplewick.org 4. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm	
Location of main Council office and accessibility details	Parish Clerk's home. Access by appointment only	
Staffing structure	Not held	
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	Can be viewed via the following: 1. On the Council's website www.papplewick.org 2. Email at clerk@papplewick.org 3. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm	
Annual return form report by auditor	As above	
Finalised budget	As above	
Precept	As above	
Financial Standing Orders and Regulations	As above	

Grants given and received	As above	
List of current contracts awarded and value of contract	Not held	
Members' allowances and expenses	As above	

<p>CLASS 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 1. On the Council's website www.papplewick.org 2. Email at clerk@papplewick.org 3. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm 	
Parish Plan	As above	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As above	
Quality status	Not held	
Local charters drawn up in accordance with DCLG guidelines	Not held	
<p>CLASS 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 1. On the Council's website www.papplewick.org 2. Email at clerk@papplewick.org 3. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm 	
Timetable of meetings (Council, any committees/sub committee meetings and parish meetings)	As above	
Agendas of meetings (as above)	As above	
Minutes of meetings (as above)	As above	
Reports presented to Council meetings	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 1. Email at clerk@papplewick.org 2. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm 	

Responses to consultation papers	As above	
Responses to planning applications	As above	
Bye-laws	Not held	

<p>CLASS 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 1. On the Council’s website www.papplewick.org 2. Email at clerk@papplewick.org 3. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm 	
<p>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 Code of Conduct Policy statements</p>	As above	
Information security policy	Not held	
Record management policies (records, retention, destruction and archive)	Not held	
<p>Data protection policies: Privacy Notice</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 1. On the Council’s website www.papplewick.org 2. In the Council’s noticeboards 3. Email at clerk@papplewick.org 4. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm 	
<p>CLASS 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> 1. On the Council’s website www.papplewick.org 2. Email at clerk@papplewick.org 3. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm 	

Assets Register	1. Email at clerk@papplewick.org 2. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm	
Disclosure log	Not held	
Register of members' interests	1. On the Gedling Borough Council website www.gov.uk , and linked from 'the council' page on the Council's website www.papplewick.org 2. Email at clerk@papplewick.org 3. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm	
Register of gifts and hospitality	As above	

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	Can be viewed via the following: 1. On the Council's website www.papplewick.org 2. Email at clerk@papplewick.org 3. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm	
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing field and recreational facilities	Can be viewed via the following: 1. On the Council's website www.papplewick.org 2. Email at clerk@papplewick.org 3. By prior arrangement at Council meetings held in the Village hall, Linby Lane, Papplewick on the second Wednesday of alternative months commencing January and starting at 7:15pm	

Seating, litter bins, clocks, memorials and lighting	As above, where held	
Bus shelters	As above	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not held	

CONTACT DETAILS

Clerk to the Council: clerk@papplewick.org

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p (black & white)	Actual cost*
	Postage	Actual costs of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority