

Deanshanger Parish Council

Publication Scheme



Deanshanger Parish Council
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Information available from Deanshanger Parish Council

Information to be published	How the information can be obtained	Cost
Class 1- Who we are and what we do (organisational Information, location and contacts) This will be current information only		
Who's who on the Council and its Committees	A4 Black & white sheet Email Website	POA Free Free
Contact details for the Clerk and Council members (named contacts where possible with telephone number & email address)	A4 Black & white sheet Email Website Notice Boards	POA Free Free Free
Location of main Council office and accessibility details	A4 Black & white sheet Email Website Notice Boards	POA Free Free Free

Information to be published	How the information can be obtained	Cost
<p>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)</p> <p>Current and previous financial year</p>		
Annual return form and report nu auditor	A4 Black & white sheet	POA
Finalised Budget	A4 Black & white sheet Email	POA Free
Precept	A4 Black & white sheet Email	POA Free
Financial Regulations and Standing Orders	A4 Black & white sheet Email	POA Free
Grants given and received	A4 Black & white sheet Email	POA Free
List of current contracts awarded and the value of contract	A4 Black & white sheet Email	POA Free
Members allowances and expenses	A4 Black & white sheet Email	POA Free

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<p>Class 3- What our priorities are and how we are doing (Strategies, plans, performance indicators, audits, inspections and reviews)</p>		
Internal Audit report	A4 Black & white sheet Email	POA Free
Annual Report to Parish/Community Meeting (current and previous year)	A4 Black & white sheet Email	POA Free
<p>Class 4- How we make decisions (decision making process and records of decisions) Current year and previous year</p>		
Timetable of meetings (Council, Sub-committee and community meetings)	A4 Black & white sheet Email Website	POA Free Free
Agendas of meetings (As above)	A4 Black & white sheet Email Website	POA Free Free
Minutes of meeting (as above) –note this will exclude information that is properly regarded as private to the meeting	A4 Black & white sheet Email Website	POA Free Free
Reports presented to council meeting- note this will exclude information that is properly regarded as private to the meeting	A4 Black & white sheet Email Website	POA Free Free
Responses to consultation papers	A4 Black & white sheet Email Website	POA Free Free

Information to be published	How the information can be obtained	Cost
<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>Policies and procedures for the conduct of council business: Standing Orders Committee terms of reference Code of Conduct</p>	<p>ALL A4 Black & white sheet Email</p>	<p>ALL POA Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Health & Safety Policy Recruitment policies Diversity & Equal Opportunities policy Complaints procedure</p>	<p>ALL A4 Black & white sheet Email Website</p>	<p>ALL POA Free Free</p>
<p>Class 6- Lists and Registers Currently maintained lists and registers only</p>	<p>ALL A4 Black & white sheet Email Website</p>	<p>ALL POA Free Free</p>
<p>Asset Register</p>	<p>A4 Black & white sheet Email</p>	<p>POA Free</p>
<p>Register of members interest</p>	<p>A4 Black & white sheet Email</p>	<p>POA Free</p>
<p>Register of gifts and hospitality</p>	<p>A4 Black & white sheet Email</p>	<p>POA Free</p>

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Class 7 –The services we offer (information about the services we offer, including guidance and newsletters) Current information only		
Allotments Burial Grounds Parks and recreational facilities	ALL A4 Black & white sheet Email	POA Free
Additional information Information not itemised above	ALL A4 Black & white sheet Email	ALL POA Free