

# PUBLICATION SCHEME

## Horninglow and Eton Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> Current Information only	Hard copy	Free
Who's who on the Council and its Committees	Hard Copy	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number)	Noticeboards, Website, Quarterly publication or Hard Copy	Free
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum	Hard copy	Free
Annual return form and report by auditor	Hard Copy	Free
Finalised budget	Hard Copy	Free
Precept	Hard Copy	Free
Financial Standing Orders and Regulations	Hard Copy	Free
Grants given and received	Hard Copy	Free
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current )	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy	Free
Quality status	N /A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> Current and previous council year as a minimum	Hard copy	Free
Timetable of meetings	Website, Noticeboards, Quarterly Publication orHard Copy	Free
Agendas of meetings	Noticeboards or Hard Copy	Free
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free
Responses to consultation papers	Hard Copy	Free
Responses to planning applications	Hard Copy	Free

<b>Class 5 – Our policies and procedures</b> Current information only		
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	Hard copy	Free
Policies and procedures for the provision of services and about the employment of staff	Hard Copy	Free
Data protection policies	Hard Copy	Free
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By Inspection (if held)	Free
Assets Register	By Inspection	Free
Register of members' interests	By Inspection	Free
Register of gifts and hospitality	By Inspection	Free
<b>Class 7 – The services we offer</b> Current information only		
Parks, playing fields and recreational facilities	By Inspection / Hard Copy if available	Free
Litter bins/benches	By Inspection / Hard Copy if available	Free
Agency agreements	By Inspection / Hard Copy if available	Free

## CONTACT DETAILS

Mrs K Lear, Parish Clerk/ Responsible Officer, Horninglow and Eton Parish Council, PO Box 6884, Burton upon Trent, Staffordshire, DE13 0WZ

## SCHEDULE OF CHARGES

One copy of any document will be supplied free of charge to any Horninglow and Eton resident – posted via Royal Mail second class post.

For multiple copies the charge will be the copying cost at 10p per sheet black and white and the actual cost of Royal Mail second class postage.