

Anslow Parish Council
Publication Scheme

| Information to be Published | How the information can be obtained | | |
|---|---|--------------|----------------|
| | Website | Notice Board | From the Clerk |
| Class 1 – Who we are and what we do | | | |
| Who's who on the Council | √ | √ | |
| Contact details for Parish Clerk | √ | √ | |
| Contact details for Council Members | √ | √ | |
| Location of Council premises | n/a | n/a | n/a |
| Accessibility details for main Council premises | | | n/a |
| Staffing structure | | | n/a |
| Class 2 – What we spend and how we spend it | | | |
| Annual return form | √ | √ | √ |
| Annual report | √ | | √ |
| Financial information – current and previous year | √ | | √ |
| Precept (and supporting budget) | | | √ |
| Financial Regulations | √ | | √ |
| Grants given and received | | | √ |
| Current contracts awarded and their value | | | √ |
| Items of Expenditure over £500 | √ | | √ |
| Business risk assessment | √ | | √ |
| Class 3 – What are our priorities and how we are doing | | | |
| Quality Status *n/a at this point in time | n/a | n/a | n/a |
| Class 4 – How we make decisions | | | |
| Timetable of Council Meetings | √ | √ | √ |
| Agendas of Council Meetings | √ | √ | √ |
| Minutes of Meetings (excludes information regarded as private) | √ | | √ |
| Responses to Planning Applications | | | √ |
| Bye - laws | n/a | n/a | n/a |
| Class 5 – Our policies and procedures | | | |
| Standing Orders | √ | | √ |
| Code of conduct | √ | | √ |
| Health and Safety Statement | √ | | √ |
| Complaints procedure | √ | | √ |
| Data protection policy | √ | | √ |
| General Privacy Notice | √ | | √ |
| Class 6 – Lists and registers | | | |
| Any publicly available register or list | | | √ |
| Asset register | √ | | √ |
| Register of members interests' | √ | | √ |
| Register of gifts and hospitality | | | √ |
| Class 7 – The services we offer | | | |
| Playing fields | n/a | n/a | n/a |
| Other assets | n/a | n/a | n/a |
| Agency agreements | n/a | n/a | n/a |
| Postage | At current 2 nd class rate | | |
| Statutory Fee | In accordance with relevant legislation | | |

Website; www.anslowparishcouncil.org.uk

Email; clerk.anslowparishcouncil@gmail.com

Notice Board; Outside Anslow Village Hall and on Hopley Road

Latest Review Date; September 2024
Reviewed by, C Holmes, Clerk
Next Review Date; September 2026