



NORTHCHURCH PARISH COUNCIL  
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## **NORTHCHURCH PARISH COUNCIL**

### **PUBLICATION SCHEME**

This Publication Scheme describes:

- The classes of information Northchurch Parish Council (NPC) publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

In some cases, a class of information sets out a range of information which is excluded from publication. Where that is the case the reasons behind the decision to exclude are clearly stated. Excluded throughout the publication scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the UK Data Protection Legislation.

In certain classes a limitation on the age of some documents has also been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within the publication scheme.

If original documents are more readily available from another source, details of that organisation are again specified in the scheme.

The information contained in each class will be available in a variety of formats namely in hard copy on request from the clerk of the council, by inspection at suitable premises by prior appointment or, where a council has a website some of the information may be available thereon.

Reasonable charges may be raised for the provision of copies of the documents/information listed in each of the classes.

## Information available under the Publication Scheme

Information published	Where it can be obtained (always available from Clerk's Office)	Hard Copy Cost
<b>Class 1 - Who we are and what we do</b>		<b>Digital copies are free of charge</b>  <b>Printing/photocopying 20p per 2-sides A4</b>
Who's who on the Council and its Committees	Website	
Contact details of Clerk and Council members	Website and main noticeboard	
Location and accessibility of Council Office	Website	
<b>Class 2 - What we spend and how we spend it</b>		
Annual Governance and Accountability Return	Website	
Audit Reports	Website	
Investment Strategy	Website	
Community Infrastructure Levy (CIL) report	Website	
Finalised budget	Website	
Precept	May Full Council Minutes - Website	
Financial Reports	Website	
Financial Regulations	Clerk's Office	
Risk Assessment Report	Website	
Grants given and received	Full Council minutes - Website	
<b>Class 3 - What are our priorities and how are we doing</b>		
Mission Statement	Website	
Annual report to Parish Meeting	Website	

<b>Class 4 - How we make decisions</b>		<p style="text-align: center;"><b>Digital copies are free of charge</b></p> <p style="text-align: center;"><b>Printing/photocopying 20p per 2-sides A4</b></p>
Timetable of meetings	Website, main noticeboard	
Agenda of meetings	Website	
Minutes of meetings	Website	
Reports presented to council meetings	Website	
Responses to Planning Application/Consultations	Planning minutes - website	
<b>Class 5 - Our policies and procedures</b>		
Council business: Procedural Standing Orders	Website	
Terms of Reference	Website	
Delegated authority in respect of officers	see Standing Orders	
Code of Conduct	Website	
Internal policy relating to delivery of services:		
Equality and diversity policy	Website	
Health & Safety policy	Website	
Recruitment & Selection policy	Website	
Freedom of Information policy	Website	
Complaints procedure	Website	
Data protection policy	Website	
Allotment Dispute policy	Website	
Allotment Rules	Website	
Dignity at Work policy	Website	
Grievance policy	Website	

Asset Management policy	Website	<p><b>Digital copies are free of charge</b></p> <p><b>Printing/photocopying 20p per 2-sides A4</b></p>
<b>Class 6 - Lists and Registers</b>		
Asset register	Clerk's Office	
Register of Member's Interests	Clerk's Office	
Register of gifts and hospitality	Clerk's Office	
<b>Class 7 - Services we offer</b>		
Recreation facilities	Website	

This statement will be reviewed every four years unless required earlier due to additional material or legislative changes.