

Lowdham Parish Council Publication Scheme Approved 9 January 2020

Information to be Published	How to Obtain it	Cost
<b>1. Who we are and what we do</b>		
Who's on the Council and its Committees	Hard Copy and Website	FREE
Contact details for Parish Clerk and Council members- (named contacts where possible with telephone number and email address)	Hard Copy and Website	FREE
Location of main Council office and accessibility details	Hard Copy and Website	FREE
Staffing structure	Hard Copy	FREE
<b>2. What we spend and how we spend it</b>		
Financial information relating to proposed and actual income,expenditure,procurement contracts and financial audit		
The following documents should be held for current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	20p per sheet
Finalised budget	Hard Copy and Website	FREE
Precept	Hard Copy and Website	20p per sheet
Borrowing approval letter	Hard Copy	20p per sheet
Financial Standing Orders and Regulations	Hard Copy	FREE
Grants given and received	Hard Copy	FREE
List of current contracts awarded and value of contract	Hard Copy	20p per sheet
Members' allowances and expenses	Hard Copy	FREE
<b>3. What our priorities are and how we are doing</b>		
Parish Plan (current and previous year)	Hard Copy	FREE
Annual Report to Parish Meeting (current plus previous year minimum)	Hard Copy and Website	£2.00
Quality Status	Hard Copy	FREE
<b>4. How we make Decisions</b>		
Decision making processes and record of decisions (current plus previous year minimum)		
Timetable of meetings	Hard Copy and Website	FREE
Agendas of meetings	Hard Copy and Website	FREE
Minutes of meetings (excluding items properly regarded as private to the meeting)	Hard Copy and Website	20p per sheet
Reports presented to council meetings	Hard Copy	20p per sheet
Responses to consultation papers	Hard Copy	FREE
Responses to planning applications	Hard Copy and Website	FREE

Bye-laws	Hard Copy	20p per sheet
<b>5. Our Policies and Procedures</b>		
Current written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for the conduct of council business	All Hard Copy	FREE
Procedural standing orders		
Committee and sub committee terms of reference		
Delegated authority		
Code of conduct		
Policy statements		
Policies and procedures relating to the employment of staff		
Internal policy relating to the delivery of services		
Equality and Diversity policy		
Recruitment Policy		
Policy and Procedure for handling requests for information		
Complaints procedures		
Information security policy		
Records management policy ( retention, destruction, archive)		
Data Protection policies		
Schedule of charges for the publication of information	Hard Copy and Website	FREE
<b>6. Lists and Registers</b>		
Any publicly available register or list	All Inspection Only	FREE
Asset Register		
Register of members' interests		
Register of gifts and hospitality		
<b>7. The Services We Offer.</b>		
Current information about the services we offer, including leaflets, guidance and newsletters for the public and businesses		
Burial grounds	Hard Copy and Website	FREE
Community Building	Hard Copy and Website	FREE
Recreation facilities	Hard Copy and Website	FREE
Seating, litter bins, dog bins, memorial clocks and lighting	Hard Copy and Website	FREE
Public conveniences	Hard Copy and Website	FREE
Agency arrangements	Hard Copy and Website	FREE
Any services available at a fee	Hard copy and Website	FREE