

## Spaldwick Parish Council Publication Scheme- V5

Date of last review: May 2024

Date of next review: May 2025

### Information available from Spaldwick Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Noticeboard & website	
Contact details for Parish Clerk and Council members	Noticeboard & website	
Location of Council office - Clerk's Residence	See below	
Staffing structure - Clerk & self-employed Community room cleaner	See below	
<b>Class 2 – What we spend and how we spend it (Current and two previous financial years)</b>		
Annual return form and report by auditors	Hard copy & website	10p / page
Annual accounts (receipts and payments)	Hard copy & website	10p / page
Finalised budget	See minutes of late Nov./ early Dec. meeting & website	As for minutes
Precept		
Financial Regulations	Hard copy	10p / page

	Website	Free
Grants given and received	See Meeting Minutes	
List of current contracts awarded and value of contract	See Meeting Minutes	
Members' expenses (NB No Members' Allowance Paid)	See Meeting Minutes	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website	Free
Annual Report to Parish Meeting	See minutes of Annual Parish Meeting	
Quality status	Not applied for	
Local charters drawn up in accordance with DCLG guidelines	Under discussion with CAPALC and Principal Authorities	
Playground internal checklist – monthly. Visual checks completed weekly by lead Councillor.	Hard copy	10p / page
Playground - Annual Inspection Report	Hard copy	10p / page
Budget Review - quarterly	Hard copy	10p / page
<b>Class 4 – How we make decisions</b>		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	See minutes of previous meeting and website	
Agenda of next meeting of the council or committee published at least 3 clear days before the meeting; Agenda of next Parish Meeting published at least 7 days before the meeting.	Noticeboard & website Hard copy Noticeboard & website	10p / page
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting. Drafts will be published as soon as possible after the relevant meeting. The draft published on the website will be replaced by the approved version after the next meeting, and retained there for a minimum of 5 years.	Noticeboard Website Hard copy	10p / page
Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	10p / page
Responses to consultation papers	Email Hard copy	Free 10p / page
Responses to planning applications	Email Hard copy	Free 10p / page
Parish Council Bye-laws	None	
<b>Class 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: Standing Orders	Hard copy  Website	10p / page

Financial Regulations	Website	
Councillors' Code of Conduct	Website	
Complaints Procedure	Website	
Policies and procedures for the provision of services and about the employment of staff:		
Clerk's Contract of Employment	Hard copy	10p / page
Internal policies relating to the delivery of services:	The parish council does not have its own policies, but when necessary would be guided by the Governance toolkit produced by NALC, SLCC, ACSeS and endorsed by the LGA.	
Equality and diversity policy		
Health and safety policy		
Policies and procedures for handling requests for information		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data Protection Policy		
Schedule of charges for the publication of information	See below	
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list	hard copy	10p / page
Assets Register	Website	10p / page
Members' Register of Pecuniary Interests	Website	
Members' Register of gifts and hospitality (If any, will be included in Register of Pecuniary Interests)	Inspection only	
Parish Council Election Records (including co-options)	Inspection only	

Declarations of Acceptance of Office	Inspection only	
Electoral Register	Inspection only	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Contact clerk	
Burial grounds and closed churchyards	None	
Community centres and village halls	Community Room- contact clerk	
Parks, playing fields and recreational facilities	Contact clerk	
Seating, litter bins, salt bins, memorials and lighting	Contact clerk	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Grass cutting as County Council agent	Contact clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b>	None	

**Contact details:**

**Clerk:-** Mrs Sarah Cardwell, 63 Highfield Avenue, Alconbury Weston, Huntingdon, PE28 4JS

Email: [clerk@spaldwickparishcouncil.org.uk](mailto:clerk@spaldwickparishcouncil.org.uk)

Website: [www.spaldwickparishcouncil.co.uk](http://www.spaldwickparishcouncil.co.uk)

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)