

# OVER KELLET PARISH COUNCIL - PUBLICATION SCHEME

Class 1 Who we are and what we do - organisational information, locations and contacts		
Information to be published	How the information can be obtained	Cost
Who's who on the Council	<ul style="list-style-type: none"> <li>Parish Council Website – "Councillors"</li> <li>Contact details are given in each issue of the parish magazine 'OK View'</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free Free
Roles and Responsibilities	<ul style="list-style-type: none"> <li>Parish Council Website – "The Council"</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

Class 2 What we spend and how we spend it - Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)		
Information to be published	How the information can be obtained	Cost
Annual Governance and Accountability Return and Auditor's Report (if any)	<ul style="list-style-type: none"> <li>Parish Council Website – "Financial Information"</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Finalised Budget	<ul style="list-style-type: none"> <li>Parish Council Website – "Financial Information" and minutes of Budget/Precept Setting meeting</li> </ul>	Free Free
Statement of Accounts	<ul style="list-style-type: none"> <li>Parish Council Website – "Financial Information".</li> <li>Hard Copy of Statement of Accounts - Contact Parish Clerk</li> </ul>	Free Free
Precept	<ul style="list-style-type: none"> <li>Parish Council Website – Minutes of Precept Setting meeting</li> <li>Reported via the parish magazine 'OK View'.</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free Free
Financial Standing Orders and Regulations	<ul style="list-style-type: none"> <li>Parish Council Website – "Council Documents"</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> <li>Parish Council Website – "Financial Information".</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Members allowances and expenses	<ul style="list-style-type: none"> <li>Parish Council Website – "Financial Information".</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

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Class 3 What our priorities are and how we are doing - Strategies and plans; performance indicators and reviews		
Information to be published	How the information can be obtained	Cost
Parish Plan	<ul style="list-style-type: none"> <li>Parish Council Website – “Parish Plan”</li> <li>Hard Copy – All households in the parish receive a free copy delivered to their door</li> </ul>	Free Free
Annual Report (current and previous year as a minimum)	<ul style="list-style-type: none"> <li>Parish Council Website</li> <li>Hard Copy – All households in the Parish receive a copy of the Chair’s Annual Report via the parish magazine ‘OK View’.</li> <li>Additional Hard Copies – Contact Parish Clerk</li> </ul>	Free Free Free

Class 4 How we make decisions - Decision making processes and records of decisions (Current and previous council year as a minimum)		
Information to be published	How the information can be obtained	Cost
Procedural Standing Orders	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Documents”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Timetable of Parish Council Meetings	<ul style="list-style-type: none"> <li>Parish Council Website – “Meetings”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Agendas of Parish Council Meetings	<ul style="list-style-type: none"> <li>Parish Council Website – “Meetings”</li> <li>Hard Copy – posted on the Parish Council noticeboard</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free Free
Minutes of Meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> <li>Parish Council Website – “Meetings”</li> <li>Hard Copy – posted on the Parish Council noticeboard</li> <li>Additional Hard Copies – Contact Parish Clerk</li> </ul>	Free Free Free
Reports presented to meetings – NB this will exclude information that is properly regarded as confidential	<ul style="list-style-type: none"> <li>Parish Council Website (as necessary)</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Responses to consultation papers	<ul style="list-style-type: none"> <li>Parish Council Website</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

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Class 5 Our policies and procedures - Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)		
Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: Standing orders; Code of Conduct and Policy Statements	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Documents”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Policies and procedures for the provision of services, employment of staff, management of information, etc; Complaints Procedure	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Documents”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

Class 6 – Lists and Registers - Currently maintained lists and registers only		
Information to be published	How the information can be obtained	Cost
Register of Electors – Copy of the principal authority’s electoral register	<ul style="list-style-type: none"> <li>Visual Inspection – Contact Parish Clerk</li> </ul>	Free
Assets Register	<ul style="list-style-type: none"> <li>Parish Council Website – “Council Documents”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Register of Members’ Interests	<ul style="list-style-type: none"> <li>Parish Council Website – “Councillors”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Register of Gifts and Hospitality	<ul style="list-style-type: none"> <li>Parish Council Website – “Councillors”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free

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Class 7 – The Services we offer – Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (Current Information Only)		
Information to be published	How the information can be obtained	Cost
Allotments	<ul style="list-style-type: none"> <li>Parish Council Website – “Services and Amenities”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Burial Grounds and closed churchyards	<ul style="list-style-type: none"> <li>The Parish Council is not currently responsible for any burial grounds or closed churchyards. An annual contribution is made to support grounds maintenance of St Cuthbert’s Parish Church.</li> </ul>	N/A
Village Halls	<ul style="list-style-type: none"> <li>Currently no direct responsibility. The Village Hall is managed by a separate, independent, Committee.</li> </ul>	N/A
Village Greens and open spaces	<ul style="list-style-type: none"> <li>Parish Council Website – “Services and Amenities”</li> </ul>	Free
Seating, litter bins, memorials and lighting, etc	<ul style="list-style-type: none"> <li>Parish Council Website – “Services and Amenities”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Shelters	<ul style="list-style-type: none"> <li>Parish Council Website – “Services and Amenities”</li> <li>Hard Copy – Contact Parish Clerk</li> </ul>	Free Free
Markets	<ul style="list-style-type: none"> <li>No direct responsibility for Markets</li> </ul>	N/A
Public Conveniences	<ul style="list-style-type: none"> <li>No direct responsibility for public conveniences</li> </ul>	N/A
Services for which the council is entitled to recover a fee (e.g burial fees)	<ul style="list-style-type: none"> <li>Not currently applicable</li> </ul>	N/A
Newsletter	<ul style="list-style-type: none"> <li>The parish magazine ‘OK View’ is produced independently and ten issues are published each year. A hard copy is delivered to all households and it is also published on the Parish website .</li> <li>The Parish Council makes an annual contribution to support the production of the newsletter.</li> </ul>	N/A