

Clifton Campville with Thorpe Constantine Parish Council

- Publication Scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do Who's who on the Council and its Committees Contact details for Parish Clerk and Council members	Website – Hard copy or email on request to the Clerk
Class 2 – What we spend and how we spend it (Current and previous financial year) Annual return form and report by auditor Current and previous financial year statements of account Financial Regulations and Standing Orders Expenditure over £100	Website – Hard copy or email on request to the Clerk
Class 3 – What our priorities are and how we are doing Annual Report to Parish (current and previous year)	Website - Hard copy or email on request to the Clerk
Class 4 – How we make decisions (Current and previous council year) Timetable of meetings (Council and parish meetings) Agendas of meetings (as above) Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting	Website – Hard copy or email on request to the Clerk

Class 5 – Our policies and procedures (Current information only) Policies and procedures for the conduct of council business: Procedural Standing Orders Code of conduct Risk Assessment Equality Risk Register Health and Safety Finance Regulations Disciplinary Policy Grievance Policy Communications Policy	Website – Hard copy or email on request to the clerk See details of charges at end of document.
Policies and procedures for handling requests for information:	Website – Hard copy or email on request to the clerk
Class 6 – Lists and Registers (Currently maintained lists and registers only) Asset Register Register of Members Interests	Website – Hard copy or email on request to the clerk
Class 7 – The services we offer • Bus shelters • Sign board in Haunton • Notice boards • Benches • Defibrillator Cabinet • 2 Telephone kiosks • 4 Speed signs and 4 posts	Website – Hard copy or email on request to the clerk

Contact Details	Schedule of Charges
Sue Hughes – Clerk 97 Reindeer Road Fazeley B78 3SP 07534 459810 ccparishcouncil@gmail.com	Hard copy of information that can be photocopied, without breaching copyright laws can be provided at the following costs: - • Photocopy A4 Black/White @ 10p per sheet • Photocopy A4 Colour @ 12p per sheet • Royal Mail 2nd Class Post Above at actual cost to Parish Council