

# East Harptree Parish Council

## Publication Scheme

East Harptree Parish Council commits to ensure at all times that information is available and transparent in accordance with the Local Government Transparency Code 2015.

Information available from East Harptree Parish Council under the model publication scheme is listed below. The documents can be inspected at a mutually convenient date and time and/or can be accessed from the council's website: [www.eastharptreeparish.org](http://www.eastharptreeparish.org)

Information published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>	
Organisation information, structures, locations and contracts. Current information only	
Who's who in the council, plus a list of Parish Council appointments and working parties.	Website and hard copy
Contact details for the Parish Clerk and Council Members Named contacts with email addresses	Website and hard copy
<b>Class 2 - What we spend and how we spend it</b>	
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous year as a minimum	
Annual return form and report by auditor	Website and hard copy
Finalised budget	Website and hard copy
Precept	Hard copy
Financial Standing Orders and Regulations	Website and hard copy
Grants given and received, included with appropriate minutes	Hard copy
List of current contracts awarded and value of contract	Hard copy
Member's expenses	Hard copy
<b>Class 3 – What are our priorities and how are we doing</b>	
Strategies and plans, performance indicators, inspections and reviews	
Parish Plan	n/a
Neighbourhood Plan	Website and hard copy
Chair's Report to the Annual Village Meeting	Website and hard copy
<b>Class 4 – How we make a decision</b>	
Decision making processes and records of decisions. Current and previous year as a minimum.	
Details of Parish Council Meetings	Website and hard copy
Agendas of meetings	Website and hard copy
Minutes of meetings	Website and hard copy
Reports presented to council meetings	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy and B&NES website
<b>Class 5 – Our policies and procedures</b>	

Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	
Policies and procedures for the conduct of council business: including Standing Orders detailing regulated authority, Financial Regulations, Code of Conduct and other Policy Statements	Website and hard copy
Policies and procedures for the provision of services and about the employment of staff – complaints procedures	Website and hard copy
Schedule of charges for requests for information	Contained within this policy
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Any publicly available register or list if any are held should be publicised	Website and hard copy
Asset Register	Website and hard copy
Register of members' interests	Website and hard copy
<b>Class 7 – The services we offer</b>	
Information about the services we offer include leaflets, guidance and newsletters produced for the public and businesses. Current information only	
Seating, litter bins, memorials and lighting	Details on request
A summary of services for which the council is entitled to recover a fee, together with those fees	Details on request
<b>Additional Information</b>	

**Contact details:** Parish Clerk  
East Harptree Parish Council  
Email: [parish.clerk@eastharptreeparish.org](mailto:parish.clerk@eastharptreeparish.org)  
Website: [www.eastharptreeparish.org](http://www.eastharptreeparish.org)

**Charges:**  
Photocopying: 20p per A4 sheet (black and white)  
Postage: Actual cost of Royal Mail 2<sup>nd</sup> Class post  
Both costs payable in advance  
Website: Free