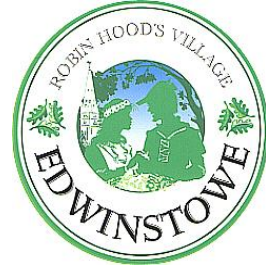


Edwinstowe Parish Council

Working to make a difference



Edwinstowe Parish Council Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational Information)		
<ul style="list-style-type: none"> Who's who on the Council and its Committees 	Website	Free
<ul style="list-style-type: none"> Staffing structure 	Website	Free
<ul style="list-style-type: none"> Location of main Council office and accessibility details 	Website	Free
<ul style="list-style-type: none"> Contact details for Parish Clerk and Council members 	Website	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)		
<ul style="list-style-type: none"> Annual return form and report by auditor 	Website	Free
<ul style="list-style-type: none"> Finalised budget 	Website	Free
<ul style="list-style-type: none"> Precept 	Website	Free
<ul style="list-style-type: none"> Financial Standing Orders and Regulations 	Website	Free
<ul style="list-style-type: none"> Loans sanctioned 	Website	Free
<ul style="list-style-type: none"> List of current contracts awarded and value of contract 	Website	Free
<ul style="list-style-type: none"> Members' allowances and expenses 	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
<ul style="list-style-type: none"> Parish Plan/Neighbourhood Plan 	Website	Free
<ul style="list-style-type: none"> Chairman's Annual Report 	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
<ul style="list-style-type: none"> Timetable of meetings 	Website	Free
<ul style="list-style-type: none"> Agendas of meetings 	Website	Free
<ul style="list-style-type: none"> Minutes of meetings – nb this excludes information that is properly regarded as private to the meeting. 	Website	Free
<ul style="list-style-type: none"> Reports presented to council meetings - nb this excludes information that is properly regarded as private to the meeting. 	Website	Free
<ul style="list-style-type: none"> Responses to consultation papers 	Website	Free
<ul style="list-style-type: none"> Responses to planning applications 	Website	Free
<ul style="list-style-type: none"> Standing Orders 	Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements 	Website	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information 	Website	Free

<ul style="list-style-type: none"> Complaints procedures (including those covering requests for information and operating the publication scheme) Schedule of charges for the publication of information 		
Class 6 – Lists and Registers		
<ul style="list-style-type: none"> Any publicly available register 	Paper copy	Discretionary
<ul style="list-style-type: none"> Assets Register 	Paper copy	Discretionary
<ul style="list-style-type: none"> Register of gifts and hospitality 	Paper copy	Discretionary
<ul style="list-style-type: none"> Register of members' interests 	Paper copy	Discretionary
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
<ul style="list-style-type: none"> Parks, playing fields and recreational facilities 	Paper copy	Discretionary
<ul style="list-style-type: none"> Seating, litter bins, clocks, memorials and lighting 	Paper copy	Discretionary
<ul style="list-style-type: none"> Public conveniences 	Paper copy	Discretionary
<ul style="list-style-type: none"> Agency agreements 	Paper copy	Discretionary
<ul style="list-style-type: none"> Printed communications 	Paper copy	Discretionary

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NB Paper copies available on request, may be chargeable subject to the Clerk's discretion.

Adopted by Full Council on 13th May 2026, Minute Reference 26/007