

## Claybrooke Parva Parish Council



### Publication Scheme Under Freedom of Information Act

The following information can be provided to meet the Parish Council's commitments under the Publication Scheme. This information is either freely available on the Parish Council's website or is held within Council records or archives.

Information to be Published	How it Can be Obtained
Parish council organisation structure, information and contact details	Website
Contact for Parish Clerk and Council members	Website
<b>Financial Information</b>	
Annual return	Website/ hard copy
Finalised budget and precept	Hard copy
Financial Standing Orders and regulations	Hard copy/website
Grants given and received	Hard copy
<b>Parish Council Priorities</b>	
Annual Parish Council report	Website/ hard copy
<b>Decision Making</b>	
Timetable of Parish Council meetings	Website
Agendas for meetings	Website
Minutes of meetings	Website
Reponses to planning applications	Hard copy
Bye laws	Website
<b>Policies and Procedures</b>	
Standing orders	Hard copy/website
Code of Conduct	Hard copy/website
Other Policy Statements	Hard copy/website
Equality and Diversity Policy	Hard copy/website
Health and Safety Policy	Hard copy/website
JBC policies and procedures	JBC website
Complaints Procedures	Hard copy/website
Policies for Handling requests for Information	Hard copy/website
Data Protection Policy	Hard copy/website
<b>Lists or Registers</b>	
Asset Register	Website/hard copy
Register of members' Interests	Hard copy/website
<b>Services we Offer</b>	
Village green	
Seating	
Burial grounds	

Reviewed and approved by the Parish Council on 21<sup>st</sup> May 2025; Annual Parish Council Meeting, minute 7

