

Elton Parish Council - Publication Scheme

The following information is made available. Most information about the parish council is available on its website and links are provided below, but please do contact us if this is not the best place for you to access the information you wish to see.

Information available	How the information can be obtained
<p>Class1 - Who we are and what we do</p> <p>Who's who on the Parish Council and its Committees Committee Appointments and Representatives to Outside Bodies Contact details for Parish Clerk and Council Members</p>	<p>Website https://www.eltonparishcouncil.co.uk/parish-council/councillors.html https://www.eltonparishcouncil.co.uk/contact.html</p>
<p>Class 2 – What we spend and how we spend it</p> <p>Receipts and Payments</p> <p>Annual Audit Form and Audit Report</p> <p>Finalised budget and Precept Decision</p> <p>Financial Regulations</p> <p>List of grants given and received</p>	<p>Published each month in the agenda and the minutes Available on noticeboards and website - https://www.eltonparishcouncil.co.uk/parish-council/agendas.html https://www.eltonparishcouncil.co.uk/parish-council/agendas.html OR Available to view on an Excel spreadsheet by contacting the clerk</p> <p>Noticeboard during the period of Public Right to View AND Website - https://www.eltonparishcouncil.co.uk/home/news-october/public-right-to-view-unaudited-accounts-begins-on.html</p> <p>Decision on budget published in Full Council Minutes - https://www.eltonparishcouncil.co.uk/lib/elton-minutes-17-january-2024-F831266.pdf</p> <p>https://www.eltonparishcouncil.co.uk/parish-council/policies-procedures.html</p> <p>Contained in Minutes – https://www.eltonparishcouncil.co.uk/parish-council/minutes.html</p>

Members' allowances and expenses	None made
Class 3 – What our priorities are and how we are doing	
Chairman's Speech at Annual Parish Meeting	https://www.eltonparishcouncil.co.uk/parish-council/minutes.html
Minutes of Meetings	https://www.eltonparishcouncil.co.uk/parish-council/minutes.html
Class 4 – How we make decisions	
Timetable of meetings	The council meets every second Monday of the month except for August.
Agendas of meetings	Noticeboard Website - https://www.eltonparishcouncil.co.uk/parish-council/agendas.html
Minutes of meetings	https://www.eltonparishcouncil.co.uk/parish-council/minutes.html
Reports presented to council meetings	https://www.eltonparishcouncil.co.uk/parish-council/agendas.html
Responses to Consultation Papers	https://www.eltonparishcouncil.co.uk/parish-council/minutes.html
Responses to planning applications	https://www.eltonparishcouncil.co.uk/parish-council/minutes.html
Class 5 – Our policies and procedures	
Policies and Procedures for the conduct of council business Standing Orders Financial Regulations Committee Terms of Reference Code of Conduct Financial Policies Complaints Procedure Communication Policy Press and Media Policy Co-option Policy	https://www.eltonparishcouncil.co.uk/parish-council/policies-procedures.html

Policies and procedures related to handling information: Freedom of Information Policy Publication Scheme Data Protection Policy Data Retention and Disposal Policy Privacy Notices	https://www.eltonparishcouncil.co.uk/parish-council/policies-procedures.html
Policies and procedures related to staffing	https://www.eltonparishcouncil.co.uk/parish-council/policies-procedures.html
Class 6 – Lists and Registers	
Asset Register	Available to view on an Excel spreadsheet by contacting the clerk
Register of Members' Interests	https://www.eltonparishcouncil.co.uk/parish-council/councillors/councillor-noi-forms.html
Register of gifts and hospitality	If applicable will be published as part of minutes and information collated at financial year end and uploaded to the website
Publication Scheme	https://www.eltonparishcouncil.co.uk/parish-council/policies-procedures.html
Class 7 – The services we offer	
Play Areas – Parish Field and Sorbus Close Parish Field	Information on management of assets contained in Minutes https://www.eltonparishcouncil.co.uk/parish-council/minutes.html
Services: Street Orderly Service Christmas Lights Switch On Event Planters/Hanging Baskets	Information on management of services contained in Minutes https://www.eltonparishcouncil.co.uk/parish-council/minutes.html
Partnership Working	
PCSO Provision	Information on Partnerships contained in Minutes https://www.eltonparishcouncil.co.uk/parish-council/minutes.html
Additional Information	
Any additional information will be listed here and added to the website as it is made available	

Contact details: Mrs Lara Jacob, Clerk

Council Office -

Elton Community Centre, School Lane, Elton Cheshire CH2 4PU

Tel: 07871 614665

Email: parishclerk@eltonparishcouncil.co.uk

Web: www.eltonparishcouncil.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/a	In accordance with the relevant legislation.
Other	Assessed/agreed on information required.	