

COLESHILL PARISH COUNCIL: Publication Scheme

Under the Freedom of Information Act ("the Act") and since 28 February 2003, the Parish Council is required to advertise its Publication Scheme and the following information is available to the public under the scheme.

This scheme is displayed on the notice board by the Village Hall, Barracks Hill, Coleshill and can be viewed on the Parish Council's website: Coleshill.org.

Information to be published	How the information can be obtained
1 - Who we are and what we do	
Who's who on the Council	Website Village Newsletter Hard copy – contact Parish Clerk
Contact details for Clerk and Council members.	Website Village Newsletter Hard copy – contact Parish Clerk
Location of main Council office and accessibility details	There is no Parish Office. Appointments with the Clerk or members of the Council can be arranged on request.
Staffing structure	Hard copy – contact Parish Clerk
2 - What we spend and how we spend it	
Current years finances	Included in minutes (see below)
Annual return form and report by auditor	Hard copy – contact Parish Clerk
Finalised budget	Hard copy – contact Parish Clerk
Precept	Hard copy – contact Parish Clerk
Financial Regulations	Website Hard copy – contact Parish Clerk
Grants given and received	Hard copy – contact Parish Clerk
Members' expenses	Hard copy – contact Parish Clerk

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3 – What our priorities are and how we are doing	
Mission Statement issued on Website	Website
Chairman’s Report	Village Newsletter / Website
4 – How we make decisions	
Timetable of meetings Council and Annual Parish Meetings	Website and Parish Notice Board Hard copy – contact Parish Clerk
Agendas of next Full Council and Annual Parish meetings	Website and Parish Notice Board Hard copy – contact Parish Clerk
Minutes of meetings (excluding information that is properly regarded as private to the meeting.)	Website and Parish Notice Board Hard copy – contact Parish Clerk
Reports presented to council meetings (excluding information that is properly regarded as private to the meeting.).	Hard copy – contact Parish Clerk
Responses to planning applications - Included in Council meeting minutes	Minutes on Website Hard copy – contact Parish Clerk
5 – Lists and Registers	
Assets Register	Hard copy – contact Parish Clerk
Register of members’ interests	Hard copy – contact Parish Clerk
6 – Our policies and procedures	
Policies and procedures for the conduct of Council business: Code of Conduct Complaints Procedure Freedom of information Policy Procedural standing orders Policy for dealing with the Press	Website Hard copy – contact Parish Clerk
7 – The services we offer	
Village benches, Dog bins, Website, Playground, Village Email	Hard copy – contact Parish Clerk

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CONTACT DETAILS: Lynda Jackson, Parish Clerk
c/o The Village Hall, Barrack Hill, Coleshill Bucks HP7 0LNTel : 07517 794647 Email clerk@coleshill.org

WEBSITE: coleshill.org

OTHER INFORMATION: Requests for all other information should follow the process detailed in the Freedom of information Policy.

SCHEDULE OF CHARGES: Items listed above will generally be provided free of charge, if a charge is payable you will be advised prior to provision of the information. The charge for this and all other information will be calculated according the Freedom of Information Policy.