

STAMFORDHAM PARISH COUNCIL (SPC)

Publication Scheme

Unless stated all items are available by post from the Parish Clerk and free of charge to residents of Stamfordham Civil Parish. Other applicants will be charged the cost of photocopying and second class postage.

1. Who we are and what we do.	Single side of A4 also on Parish Council (PC) notice board. Includes when and where meetings are held. Councillor name/contact list on SPC website.
2. What we spend and how we spend it.	What SPC spent in the last two complete financial years – 2 sides of A4 per year; Budget plan for the current financial year – 1 side of A4; Annual return form and report by auditor – around 8 sheets of A4 - Displayed on SPC web-site. Information on: precept; members expenses (if any); grants given and received; contracts awarded and money spent on them – are all reported in the minutes which are available on the SPC website and summarised in the annual financial reports on the SPC web-site.
3. What our priorities are and how we are doing.	Chair's report to Annual Parish Meeting in May. Last three years available. 2-4 sides of A4 per year.
4. How we make decisions.	Meetings of the full Parish Council are usually held on the third Thursday of January, March, May, July, September and November at 730pm in Stamfordham Village Hall. Date, venue and agenda on the SPC website and notice boards 3 to 10 days in advance. Draft minutes of meetings are circulated to councillors within a week so they may suggest amendments. Amended unapproved minutes go to the next SPC meeting for agreement, and they are placed on the website and noticeboards. Reports presented to Council meetings are available at the meeting from 715pm or from the Parish Clerk. Responses to consultation papers are available from the Parish Clerk. Responses to planning applications are in the minutes.
5. Policies and procedures.	Code of Conduct – the Northumberland Association of Local Councils (NALC) recommended code appropriate to Parish Councils has been adopted. This is three pages

	<p>long and is on the SPC website.</p> <p>Standing Orders – 8 sides of A4 and adopted from the Northumberland Association Local Councils recommended model.</p> <p>Information and Data Protection Policy – 6 sides of A4.</p> <p>Document Retention Policy – 3 sides of A4</p> <p>Privacy Notice – 4 sides of A4</p> <p>We aim to operate by common sense, custom and practice and compliance with the law, all within the general good practice guidelines published by the National Association of Local Councils and Northumberland Association of Local Councils.</p>
<p>6. Lists and Registers.</p>	<p>Each member is required to complete a List of Members Interests related to the Code of Conduct. Copies are held by the Parish Clerk. Originals are forwarded to the Northumberland County Council Monitoring Officer and are expected to be available on-line.</p>
<p>7. The services we offer.</p>	<p>The Parish Council assists in providing the following services: litter bins, seats, maintenance of assets, consultees on planning applications; grants to local organisations. (This is not a complete list)</p> <p>The Annual Risk Assessment Sheet lists all main services and activities.</p>