**THROPTON PARISH COUNCIL (TPC)**

**Publication Scheme**

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

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| **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 TPC website. |
| **2. What we spend and how we spend it.** | What TPC 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 TPC 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 WPC website and summarised in the annual financial reports on the WPC web-site. |
| **3. What our priorities are and how we are doing.** | Minutes are available on PC web-site. |
| **4. How we make decisions.** | Meetings of the full Parish Council are usually held on the second Monday of January, March, May, July, September and November at 7 pm in Thropton War Memorial Hall. Date, venue and agenda on the TPC 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 TPC meeting for agreement, and they are placed on the website and noticeboards. Reports presented to Council meetings are available at the meeting from 645pm 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 |

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|  | long and is on the TPC website.  **Standing Orders –** 8 sides of A4 and adopted from the Northumberland Association Local Councils recommended model.  **Information and Data Protection Policy –** 6 sides of A4.  **Document Retention Policy –** 3 sides of A4  **Privacy Notice –** 4 sides of A4  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. |
| **6. Lists and Registers.** | 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. |
| **7. The services we offer.** | The Parish Council assists in providing the following services: grasscutting, litter bins, seats, maintenance of assets, consultees on planning applications; grants to local organisations. (This is not a complete list)  The Annual Risk Assessment Sheet lists all main services and activities. |