**Plumtree Parish Council – Publication Scheme**Reviewed May 2025

|  |  |  |
| --- | --- | --- |
| **Information to be published.** | **How the information can be obtained** | **Cost****or****Free of Charge (FOC)** |
| **Who we are and what we do.**Details of the Parish Council – to include:Names, addresses and telephone numbers of Parish Councillors and the Clerk to the Council. Structure of the Parish Council, location of the Council office and accessibility details. | WebsitePaper copy via the Parish Clerk on request. | FOC10p per sheet of A4 plus postage costs. |

|  |  |  |
| --- | --- | --- |
| **What we spend and how we spend it.**Income and expenditure details including budgets and precept.Annual return form and report by auditor.Financial standing orders | WebsitePaper copy via the Parish Clerk on request. | FOC10p per sheet of A4 plus postage costs. |

|  |  |  |
| --- | --- | --- |
| **What our priorities are and how we are doing.**Chairman’s Annual Reports and Annual Parish Meetings Minutes | WebsitePaper copy via the Parish Clerk on request. | FOC10p per sheet of A4 plus postage costs. |

|  |  |  |
| --- | --- | --- |
| **How we make decisions.**Timetable of meetingsAgendas of meetingsMinutes of Council meetingsResponses to consultation documents. | WebsitePaper copy via the Parish Clerk on request. | FOC10p per sheet of A4 plus postage costs. |

|  |  |  |
| --- | --- | --- |
| **Our policies and procedures.**Model Code of ConductGDPR Policies | WebsitePaper copy via the Parish Clerk on request. | FOC10p per sheet of A4 plus postage costs. |

|  |  |  |
| --- | --- | --- |
| **Lists of Registers and Interests**Assets RegisterRegister of Members Interests | WebsitePaper copy via the Parish Clerk on request. | FOC10p per sheet of A4 plus postage costs. |

|  |  |  |
| --- | --- | --- |
| **The services we offer**None |  |  |

Parish Clerk Contact Details

Name: Rebecca Hague
Address: 49 Main Street
 Rempstone
 Loughborough
 LE12 6RH
Telephone: 07795 246923
Email: plumtreeparishcouncil@gmail.com