

**SILVERTON PARISH COUNCIL
PUBLICATION SCHEME**

(UPDATED 7TH MARCH 2022) REVIEWED 4.3.2024 WITH NO AMENDMENTS

INFORMATION	HOW OBTAINED
Organisation Information:	
Parish Clerk and up to 11 Councillors	(i) Notice-board (ii) Website (iii) Via Clerk on request
Financial information	
Annual Return form and report by auditor	(i) Notice-board (ii) Website (iii) Hard copy or email copy via Clerk on request
Finalised Budget	As above
Precept	As above
Standing Orders/Financial Regulations	As above
Grants given or received	As above
Contracts	As above
Members' allowances and expenses:	Via Clerk on request
Grants given or received.	As above
Public Liability Insurance	As above
Financial Regulations	As above
Strategies, plans, performance indicators, audits, inspections and reviews	
Annual Report to Parish Meeting – recorded in Annual Parish Assembly Minutes	Website. Hard copy or email version via Clerk on request
Parish Plan	(i) Notice-board (ii) Website (iii) via Clerk
Decision making processes and records of decisions	
Parish Council meetings are held on the first Monday of each month except	(i) Notice-board (ii) Website (iii) via Clerk

when the first Monday of the month is a Public Holiday when the meeting is held on the second Monday of the month.	
Agendas are published 3 working days prior to the meeting on the Notice-board in The Square	(i) Noticeboard (ii) Website (iii) Hard copy or email version via Clerk on request
Draft Minutes of the meeting are published a maximum of 2 weeks after the meeting on the Notice-board in The Square	(i) Notice-board (ii) Website (iii) Via Clerk
Responses to planning applications are made at Parish Council meetings	Recorded in the Minutes and hard copy or email version available via Clerk on request
Policies and Procedures	
Standing Orders, Code of Conduct	Website. Hard copy or email version via Clerk on request
Health & Safety: regular inspections of the Children's Play Area and BMX Track	Records of inspections carried out kept with Clerk
Asset Register – reviewed annually	Website. Hard copy or email version via Clerk on request
Services offered	
<u>Recreation Field</u> including Children's Play Area, BMX Track, Football Field, Tennis Courts & Jubilee Garden War Memorial Bus Shelter in Square, Litter Bins, seating,	

CLERK CONTACT DETAILS:

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