



## Clipstone Parish Council

Clipstone Village Hall, Church Road, Clipstone, Mansfield, Nottinghamshire, NG21 9DF,  
[clerk@clipstoneparishcouncil.org](mailto:clerk@clipstoneparishcouncil.org) 01623 626857

# Publication Scheme

This template guide covers only information we currently hold.

If we do not hold some of the information listed below, we will mark it as 'not held'.

<u>Information to be published</u>	<u>How the information can be obtained</u>	<u>Cost</u>
<b>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</b>		
<b>Current information only</b>		
List of Council members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies	Website	Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing Structure	Website	Free
<b>Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</b>		
<b>Current and previous financial year as a minimum</b>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised Budget	Website	Free
Precept	Website	Free
Borrowing approval letter	N/A	
All items of expenditure over £100	Website	Free
Financial Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	On application to the Clerk	Free
Members' allowances and expenses	On application to the Clerk	Free
<b>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</b>		
<b>Current and previous year as a minimum</b>		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website	Free
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	

Clipstone Parish Council CPC24/25 82

Adopted: 25 September 2024



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Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc.), as appropriate and relevant	Not held	
<b>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and Noticeboards	Free
Agendas of meetings (as above)	Website and Noticeboards	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website (once approved as a true copy)	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	On application to the Clerk	Free
Responses to planning applications	Website (recorded in meeting minutes)	Free
Bye-laws	Not held	
<b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</b>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website	Free



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Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection policies	Website	Free
<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only.</b>		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Not held	
Assets register, including details of public land and building assets	On application to the Clerk	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	On application to the Clerk	Cost dependant on information requested
Register of members' interests	Website	Free
Register of gifts and hospitality	On application to the Clerk (if applicable)	Free
<b>Class 7 – The services we offer</b> <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b> <b>Current information only</b>		
Allotments	N/A	
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	On application to the Clerk	Free
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	On application to the Clerk	Free
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	On application to the Clerk	Free
<b>Additional Information information not itemised in the lists above</b>		

### Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

#### **Type of Charge**

#### Disbursement cost

Photocopying @ 10p per sheet (black & white)

Actual cost incurred

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Photocopying @ 15p per sheet (colour)

Actual cost incurred

Postage

Actual cost of standard 2nd class

### Statutory

In accordance with the relevant legislation charges may be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.