

PUBLICATION SCHEME

Unless stated all items are available by post from the Parish Clerk at a charge of 10p per A4 side plus second class postage.

<p>1. Who we are and what we do</p>	<p>Single side of A4. Includes when and where meetings are held. Councillor name/contact list on HPC website.</p>
<p>2. What we spend and how we spend it</p>	<p>What HPC spent in the last two complete financial years – 2 sides of A4 per year.</p> <p>Budget plan for the current financial year – 1 side of A4.</p> <p>Annual report by auditor – 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 HPC website.</p>
<p>3. What our priorities are and how we are doing</p>	<p>Chair’s report to Annual Parish Meeting in May.</p>
<p>4. How we make decisions</p>	<p>Meetings of the full Parish Council are usually held on the First Monday of February, May, September and December at 7:30pm in the Breamish Hall Powburn with agenda on the HPC website and noticeboard 3 to 10 days in advance. Unapproved minutes go to the next HPC meeting for agreement. Reports presented to council meetings are available at the meeting or from the Parish Clerk. Response to consultation papers are available from the Parish Clerk. Responses to planning applications are in the minutes</p>
<p>5. Notices and procedures</p>	<p>Code of Conduct – The Northumberland Association of Local Councils (NALC) recommended code appropriate to Parish Council has been adopted – 3 pages of A4.</p> <p>Data Protection and Information Security Policy – Single side 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 NALC.</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 adopted. Copies are held by the Parish Clerk. They have to be sent to Northumberland County Council Monitoring Officer and are expected to be available online. The Annual Risk Assessment Sheet lists all main services and activities.</p>
<p>7. The services we offer</p>	<p>Most are listed on the ‘Who we are and what we do’ sheet mentioned at 1 above.</p>