

HOLME-NEXT-THE-SEA PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 - Organisational Information.		
Contact details for Parish Clerk.	Information available on three notice boards used by the Parish Council - Main Road bus shelter, church porch and Kirkgate (near the end of Peddars Way) Christina Jones 27B Homefields Road, Hunstanton PE36 5HL. Tel: 01485 535065 email: clerk@holme-next-the-sea.co.uk	Copies of paperwork or accounts are charged at the rate of 10p per copy (black & white) and 50p per copy (colour) being the charge currently levied at the Local Council 's Public Libraries.
Contact details for Councillors.	Details available from the Parish Clerk.	
Councillor membership of working parties and Committees (if applicable)		
CLASS 2 - Financial Information		
Previous year's completed accounts.	Details available from the Parish Clerk who is also the Responsible Finance Officer.	Ditto
Previous year's Internal Audit recommendations.		
Previous year's Annual Report and External Audit Report.		
Current year's budget.		
Adopted Financial Standing Orders		
Adopted Financial Regulations.		
Current contracts awarded.		
Councillors' allowances and expenses.		
CLASS 3 - Strategies and Plans.		
Current and previous year's report to the Annual Parish Meeting.	Details available from the Parish Clerk.	Ditto
CLASS 4 - Decision Making Process.		
Timetable of meetings.	Details on all three notice boards as listed above.	Ditto
Current and previous year's Agendas.		

Current and previous years' Minutes (subject to exclusion of private information)	Details available from the Parish Clerk.	
Responses to Planning Applications.	Details available from the Parish Clerk but also on Borough Council's planning website.	
CLASS 5 - Policies and Procedures.		
Adopted Standing Orders.	Details available from the Parish Clerk.	Ditto
Adopted Code of Conduct.		
Management of Records.		
Charges for publication of information.	See above.	
CLASS 6 - Lists and Registers.		
Assets Register.	Details available from the Parish Clerk.	Ditto
Register of Members' Disclosable Personal Interests.		
Register of Disclosable Personal Interest Dispensation (Budget).		
Register of gifts and hospitality.		
CLASS 7 - Services.		
Village Hall, Kirkgate.	Details available from the Village Hall Committee.	Ditto
Park Piece, Westgate and Peddars Way.	Details available from the Parish Clerk.	
Dog Bins.		
Street Lighting.		
Bus shelter.		
Emergency telephone.		

03.06.15.

C.M.J.