

LITTLE HALLINGBURY PARISH COUNCIL IN THE COUNTY OF ESSEX

PUBLICATION SCHEME

In accordance with the Freedom of Information Act the Council makes the following information available. No charge is made for providing information electronically. If hard copies are required they cost 20p per sheet plus postage (if required).

- The website address is <https://littlehallingbury-pc.gov.uk/>
- The Council's main notice board is on the pavement near the village hall. There are other 6 noticeboards: at the school, Wrights Green Lane, Grinstead Lane, Gaston Green, Dell Lane and Latchmore Bank.
- The clerk can be contacted at clerk@littlehallingbury-pc.gov.uk

What is available?	Where can I get it from?
Class1 – Who's on the Council & what does it do? Who's who on the Council Contact details for Parish Clerk and Council members	Web site Web site (for clerk also see above)
Class 2 – What does the Council spend and how? Accounts Annual return form and report by auditor Finalised budget Precept Financial Regulations Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses	Clerk Web site & clerk Web site & clerk Clerk Web site & clerk Clerk Clerk Clerk Clerk
Class 3 – What are the Council's priorities & how is it doing? Annual Report to Parish Meeting	Web site & clerk
Class 4 – How does the Council make decisions? Meeting minutes Timetable of meetings Agendas of meetings Reports presented to council meetings Responses to consultation papers Responses to planning applications	Website & clerk Website, notice board & clerk Web site, notice board (current) & clerk Clerk (if hard copy given) Clerk Clerk & minutes

Class 5 – What are the Council's policies & procedures? Standing orders Complaints procedure Code of Conduct Financial Regulations Policy statements Schedule of charges (for the publication of information)	Web site & clerk Web site & clerk Web site & clerk Web site & clerk Clerk See above
Class 6 – What lists & registers are there? Asset Register Register of members' interests Register of gifts and hospitality	Clerk Web site & clerk Clerk
Class 7 – What services does the Council offer? None	