

SILVERTON PARISH COUNCIL
PUBLICATION SCHEME
(UPDATED 7TH MARCH 2022) REVIEWED 3.2.2025

| INFORMATION | HOW OBTAINED |
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| Organisation Information: | |
| Parish Clerk and up to 11 Councillors | (i) Notice-board (ii) Website (iii) Via Clerk on request |
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| 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 |
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| Decision making processes and records of decisions | |
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| Parish Council meetings are held on the first Monday of each month except when the first Monday of the month is a Public Holiday when the meeting is held on the second Monday of the month. | (i) Notice-board (ii) Website (iii) via Clerk |
| 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 |
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| 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, | |
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CLERK CONTACT DETAILS:

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TEL: 07860624854

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