

**SILVERTON PARISH COUNCIL**  
**PUBLICATION SCHEME**  
**(UPDATED 7<sup>TH</sup> MARCH 2022) REVIEWED 03.02.2025**

| <b>INFORMATION</b>  | <b>HOW OBTAINED</b>  |
|---|--|
| <b>Organisation Information:</b>  |  |
| Parish Clerk and up to 11 Councillors   | (i) Notice-board<br>(ii) Website<br>(iii) Via Clerk on request                   |
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| <b>Financial information</b>  |  |
| 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   |
| <b>Strategies, plans, performance indicators, audits, inspections and reviews</b> |  |
| 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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| <b>Decision making processes and records of decisions</b>                         |  |
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| Parish Council meetings are held on the first Monday of each month except         | (i) Notice-board (ii) Website (iii) via Clerk                                    |

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|---|---|
| when the first Monday of the month is a Public Holiday when the meeting is held on the second Monday of the month.  |   |
| 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 |
| <b>Policies and Procedures</b>  |   |
| 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                              |
| <b>Services offered</b>   |   |
| Recreation Field including Children's Play Area, BMX Track, Football Field, Tennis Courts & Jubilee Garden          |   |
| War Memorial  |   |
| Bus Shelter in Square, Litter Bins, seating,  |   |
|   |   |
|   |   |

### **CLERK CONTACT DETAILS:**

**MRS S WOODLAND**  
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