

# **Model Publications**

## **INFORMATION AVAILABLE FROM PURLEIGH PARISH COUNCIL**

### **UNDER THE MODEL PUBLICATION SCHEME**

**Adopted on 14th November 2008 (Minute reference 8/11/08)**

In accordance with the Freedom of Information Act 2000, on 14th November 2008 the Parish Council adopted a new model publication scheme which sets out the types of information which the Council publishes and which are available for public inspection.

Information on the following topics may be viewed at the Parish Council's offices at Lower Barn Farm, Roundbush Road, Purleigh, Nr Mundon, Maldon, CM9 6NN by appointment with the Clerk, Jane Potter (Telephone: 01621 828270, E-Mail: [jane.m.potter@btinternet.com](mailto:jane.m.potter@btinternet.com)):

#### **1. WHO WE ARE AND WHAT WE DO**

- Contact details and organisational information

#### **2. WHAT WE SPEND AND HOW WE SPEND IT**

- Annual returns
- Financial Regulations
- VAT and Tax returns
- Grants given and received

#### **3. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**

- Policies
- Annual reports

#### 4. HOW WE MAKE DECISIONS

- Agendas, Minutes and Reports
- Responses to consultation documents
- Responses to planning applications

#### 5. OUR POLICIES AND PROCEDURES

- Code of Conduct
- Equal Opportunities
- Best Value
- Data protection

§ Risk Assessment

#### 6. LISTS AND REGISTERS

- Asset Register
- Register of Members' Interests
- Register of Gifts and Hospitality

#### 7. THE SERVICES WE PROVIDE

- Allotments
- Pavilion, playing field and children's play area
- Seating, litter bins

The model publication scheme, and a schedule of charges, can be viewed in full at [www.purleigh.com](http://www.purleigh.com) or by appointment with the Clerk at Lower Farm Barn, Roundbush Road, Purleigh, Nr Mundon, Maldon, CM9 6NN Tel: 01621 828270 email: [jane.m.potter@btinternet.com](mailto:jane.m.potter@btinternet.com)