



Trawden Forest Parish Council Publication Scheme

Prepared by Adele Waddington - Parish Clerk and RFO
 Adopted by all Councillors at a meeting on : 1st March 2021
 Review Date: Ongoing

Information to be published	How the information can be obtained	Cost	Date Reviewed	Comments
Class 1 - Who we are and what we do	Website	Free		
Organisational information, structures, locations and contacts This will be current information only				
Who's who on the Council and it's committees	Website	Free		
Contact details for the Paridh Clerk and Council members	Website	Free		
Location of main Council office and accessibility details	Website	Free		
Staffing Structure	Website	Free		
Class 2 - What we spend and how we spend it				
Financial information relation to projected and actual income and expenditure, procurement, contracts and financial audit				
Current and previous financial year as a minimum	Website	Free		
Annual return form and report by auditor	Website	Free		
Finalised Budget	Website	Free		
Precept	Website	Free		
Borrowing approval letter	N/A	N/A		
Financial Standing Orders and Regulations	Website	Free		
Grants given and received	Website	Free		
Class 3 - What are our priorities and how we are doing				
Strategies and plans, performance indicators, audits, inspections and reviews				
Current and previous financial year as a minimum				
Annual report to Parish Meetings (current and previous year as a minimum)	Website	Free		
Quality Status	N/A	Free		
Local Charters drawn up in accordance with DCLG guidelines	N/A	Free		
Class 4 - How we make decisions				
Decision making processes and records of decisions				
Current and previous financial year as a minimum	Website	Free		
Timetable of meetings	Website	Free		
Agendas of meetings	Website	Free		

Minutes of meetings - this will exclude any information that is properly regarded as private to the meeting	Website	Free		
Reports presented to Council meetings - this will exclude any information that is properly regarded as private to the meeting	Website	Free		
Responses to consultation papers	Website	Free		
Responses to planning applications	Website within minutes	Free		
Bye-laws	Website	Free		
Class 5 - Our policies and procedures				
Current written protocols, policies and procedures for delivering our services and responsibilities				
Current information only				
Policies and procedures for the conduct of Council business, provision of services and the employment of staff:				
Standing Orders	Website	Free		
Code of Conduct	Website	Free		
Financial regulations	Website	Free		
Social Media	Website	Free		
GDPR	Website	Free		
CCTV	Website	Free		
Grants	Website	Free		
Complaints	Website	Free		
Disciplinary Procedures	Website	Free		
Grievance Procedure	Website	Free		
Health & Safety	Website	Free		
Class 6 - Lists and Registers				
Currently maintained lists and registers only				
Any publicly available register or list (if any)	N/A			
Asset register	Website	Free		
Disclosure Log	N/A			
Register of Members Interests	Website	Free		
Register of gifts & hospitality	On request from the Parish Office	Free		
Class 7 - The services we offer				
Information about the services we offer				
Allotments	Website	Free		
Roadside Seating	Website	Free		
Bus Shelters	Website	Free		
CCTV	Website	Free		
Playgrounds	Website	Free		
Parking Areas	Website	Free		
Garages	Website	Free		
Land owned by the Council	Website	Free		
Class 8 - Additional information				
This will provide Councils with the opportunity to publish any further items not included above				
Trawden Forest Community Centre	Website	Free		

Contact details:	Email: a.waddington@trawdenparishcouncil.org.uk Tel : 07496 041676		
Office Hours:	The office is open Monday - Wednesday 9am - 2.30pm, and Thursday 9am - 1pm		
	During the Coronavirus pandemic - please do not visit the office, please email or call on the information given above		
Office address:	Trawden Forest Parish Council C/O Trawden Forest Community Library and Shop Church Street Trawden Forest Parish Council Colne Lancs BB8 8RU		