

## ROTHBURY JOINT BURIAL COMMITTEE (RJBC)

### Publication Scheme

Unless stated all items are available by post from the Joint Burial Committee Clerk and free of charge to residents of Rothbury, Thropton, Whitton and Tosson, Cartington, Hollinhill and Hesleyhurst Civil Parishes. Other applicants will be charged the cost of photocopying and second class postage.

<b>1. Who we are and what we do.</b>	Single side of A4 on Joint Burial Committee (JBC) notice board located at the Whitton Bank cemetery. Includes when and where meetings are held. Councillor name/contact list on Rothbury Parish Council (RPC) website.
<b>2. What we spend and how we spend it.</b>	What JBC spent in the last two complete financial years – 2 sides of A4 per year. Budget plan for the current financial year – 1 side of A4. Annual return form and report by auditor – around 8 sheets of A4. Displayed on RPC web-site. Information on: precept; members expenses (if any); contracts awarded and money spent on them – are all reported in the minutes which are available on the RPC website and summarised in the annual financial reports on the RPC web-site. Members of the Joint Burial Committee to display documents on their web-site or provide a link to the RPC web-site.
<b>3. What our priorities are and how we are doing.</b>	Within the minutes.
<b>4. How we make decisions.</b>	Meetings of the Joint Burial Committee are usually held February, April, June, August, October and December, commencing 730 pm in the Dovecote Room, Jubilee Institute. Date, venue and agenda on the RPC website and notice board 3 to 10 days in advance. Draft minutes of meetings are circulated to councillors within a week so they may suggest amendments and are then displayed on the RPC web-site and noticeboard. Members of the Joint Burial Committee to display documents on their web-site or provide a link to the RPC web-site.

<b>5. Policies and procedures.</b>	<b>Code of Conduct</b> – the Northumberland Association of Local Councils (NALC) recommended code appropriate to Parish Councils has been adopted by the constituent Parish Council's. This is three pages.
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	<p>long and is on the RPC website.</p> <p><b>Standing Orders</b> – 27 sides of A4 and adopted from the NALC recommended model.</p> <p><b>Financial Standing Orders</b> – 17 sides of A4 and adopted from the NALC recommended model.</p> <p><b>Information and Data Protection Policy</b> – 6 sides of A4.</p> <p><b>Document Retention Policy</b> – 3 sides of A4</p> <p><b>Privacy Notices</b> – 4 sides of A4</p> <p><b>Purchase of exclusive rights of burial Privacy Notice</b> – 2 sides of A4</p> <p>Current documents displayed on RPC web-site.</p> <p>We aim to operate by common sense, custom and practice and compliance with the law, all within the general good practice guidelines published by the National Association of Local Councils and Northumberland Association of Local Councils.</p> <p>There is a link to the NALC national site from the RPC website. There is also a link to the 'Governance Toolkit for Parish and Town Councils' which is around 100 pages long.</p>
<b>6. Lists and Registers.</b>	Each member is required to complete a List of Members Interests related to the Code of Conduct. Copies are held by the individual Parish Council Clerk's. Originals are forwarded to the Northumberland County Council Monitoring Officer and are expected to be available on-line.
<b>7. The services we offer.</b>	Most are listed on the 'Who we are and what we do' sheet mentioned at 1 above. The Annual Risk Assessment Sheet lists all main services and activities.