

## ROTHBURY PARISH COUNCIL (RPC)

### Publication Scheme

Unless stated all items are available by post from the Parish Clerk and free of charge to residents of Rothbury Civil Parish. 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 also on Parish Council (PC) notice board. Includes when and where meetings are held. Councillor name/contact list on RPC website.
<b>2. What we spend and how we spend it.</b>	What RPC spent in the last two complete financial years – 3 sides of A4 per year. Budget plan for the current financial year – 2 sides 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); grants given and received; 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.
<b>3. What our priorities are and how we are doing.</b>	Chair's report to Annual Parish Meeting in May. Last three years available. 2-4 sides of A4 per year.
<b>4. How we make decisions.</b>	Meetings of the full Parish Council are usually held on the second Wednesday of each month at 7 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 placed on the website and noticeboard. Reports presented to Council meetings are available at the meeting from 630pm or from the Parish Clerk. Responses to consultation papers are available from the Parish Clerk. Responses to planning applications are in the minutes.
<b>5. Policies and procedures.</b>	<b>Code of Conduct</b> – the Northumberland Association of Local Councils (NALC) recommended code appropriate to Parish Councils was adopted at the RPC meeting in September

	2012, and reviewed and amended September 2022. This is three pages
--	--

3

	<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>Scheme of Delegation</b> – 4 sides of A4</p> <p><b>Staffing Committee Terms of Reference</b> – One side of A4</p> <p><b>Staffing Sub-Committee Terms of Reference</b> - One side of A4</p> <p><b>Complaints Procedure</b> – Single side of A4.</p> <p><b>Habitual &amp; Vexatious Complaints Policy</b> – 4 sides of A4</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>Grant Awarding Policy</b> – 4 sides of A4</p> <p><b>Commemorative Seat Policy</b> – single side of A4</p> <p><b>Health &amp; Safety Policy</b> – 2 sides of A4</p> <p><b>Bullying &amp; Harassment Policy</b> – 4 sides of A4</p> <p><b>Whitton Bank Cemetery Regulations</b> – 2 sides of A4</p> <p>Documents displayed on the 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>	<p>Each member is required to complete a List of Members Interests related to the Code of Conduct adopted in September 2012, reviewed and amended September 2022. Copies are held by the Parish Clerk. Originals are forwarded to the Northumberland County Council Monitoring Officer and are expected to be available on-line.</p>
<b>7. The services we offer.</b>	<p>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.</p>