

# GREAT HALLINGBURY PARISH COUNCIL IN THE COUNTY OF ESSEX

## PUBLICATION SCHEME

*In accordance with the Freedom of Information Act the Council makes the following information available. No charge is made for providing information electronically. If hard copies are required they cost 20p per sheet plus postage (if required).*

- The village website address is <https://www.essexinfo.net/great-hallingbury-parish-council/>
- The Council's notice board is outside the village hall.
- The clerk can be contacted at [greathallingburypc@outlook.com](mailto:greathallingburypc@outlook.com) , at 48 The Forest, Hatfield Broad Oak, Bishop's Stortford, Hertfordshire, CM22 7BT.

What is available?	Where can I get it from?
<b>Class1 – Who's on the Council &amp; what does it do?</b> Who's who on the Council Contact details for Parish Clerk and Council members	Web site Web site (for clerk also see above)
<b>Class 2 – What does the Council spend and how?</b> Accounts Annual return form and report by auditor Finalised budget Precept Financial Regulations Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses	Clerk Web site & clerk Web site & clerk Clerk Web site & clerk Clerk Clerk Clerk
<b>Class 3 – What are the Council's priorities &amp; how is it doing?</b> Annual Report to Parish Meeting	Web site & clerk
<b>Class 4 – How does the Council make decisions?</b> Meeting minutes Timetable of meetings  Agendas of meetings  Reports presented to council meetings Responses to consultation papers Responses to planning applications	Website & clerk Website, notice board & clerk Web site, notice board (current) & clerk Clerk (if hard copy given) Clerk Clerk & minutes

<p><b>Class 5 – What are the Council’s policies &amp; procedures?</b>  Standing orders  Complaints procedure  Code of Conduct  Financial Regulations  Policy statements  Schedule of charges (for the publication of information)</p>	<p>Web site &amp; clerk  Web site &amp; clerk  Web site &amp; clerk  Web site &amp; clerk  Clerk  See above</p>
<p><b>Class 6 – What lists &amp; registers are there?</b>  Asset Register  Register of members’ interests  Register of gifts and hospitality</p>	<p>Clerk  Web site &amp; clerk  Clerk</p>
<p><b>Class 7 – What services does the Council offer?</b>  None</p>	