

Hutton Henry & Station Town Parish Council

Information available from Hutton Henry & Station Town Parish Council under the model publication scheme

Information	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Parish Council Website Hard copy	Free 10p/sheet
Contact details for Parish Clerk and Council Members	Parish Council Website Hard copy	Free 10p/sheet
Location of main Council office and accessibility details	Contact Clerk	Free
Staffing structure	Contact Clerk	Free

Class 2 – What we spend and how we spend it		
Annual Return and External Auditors Report	Inspection by Appointment Parish Council Website Hard copy	Free Free 10p/sheet
Internal Auditors Annual Report	Inspection by Appointment Parish Council Website Hard copy	Free Free 10p/sheet

Precept	Inspection by Appointment Hard copy	Free 10p/sheet
Class 3 – What our priorities are and how we are doing		
Annual Meeting	Parish Council Website Hard copy – contact Clerk	Free 10p/sheet
Class 4 – How we make decisions		
Schedule of Council Meetings and Agendas	Parish Council Website Hard copy – contact Clerk	Free 10p/sheet
Minutes of Council Meetings (This will exclude information that is properly regarded as private to the meeting).	Parish Council Website Hard copy – contact Clerk	Free 10p/sheet
Reports of Council Meetings – (This will exclude information that is properly regarded as private to the meeting).	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Inspection by Appointment Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Inspection by Appointment Hard copy – contact Clerk	Free 10p/sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Code of Conduct • Policy Statements 	Parish Council Website Inspection by appointment Hard copy	Free Free 10p/sheet

Policies and procedures for the provision of services and about the employment of staff	Inspection by appointment Hard copy	Free 10p/sheet

Class 6 – Lists and Registers		
Any publicly available register or list	Inspection by appointment Hard copy – contact the Clerk	Free 10p/sheet
Assets Register	Inspection by appointment Hard copy – contact the Clerk	Free 10p/sheet
Register of Members' Interests	Parish Council Website Inspection by appointment Hard copy – contact the Clerk	Free Free 10p/sheet

Class 7 – The services we offer		
Cemetery	Inspection by appointment Hard copy – contact the Clerk	Free 10p/sheet
Allotments	Inspection by appointment Hard copy – contact the Clerk	Free 10p/sheet

Contact

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