

## **Coddington and District Parish Council**

### **PUBLICATION SCHEME**

The purpose of the scheme is to make a significant amount of information available routinely, without the need for a specific request.

The information contained in each class will be made available in a variety of formats, namely hard copy (paper) on request from the Clerk of the Council, email, by inspection at Borough Council Offices, by inspection at suitable premises by prior appointment with the Clerk to the Council and some information will be available on the Parish Councils website

In certain cases a limitation on the age of some documents has been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within this scheme.

Reasonable charges of no more than 50p per A4 sheet may be raised for the provision of hard copies of the information/documents listed in each of the classes. Each item of information/document listed below also includes details (*in italics*) of the format in which it will be made available.

The Classes of Information are as follows:

#### **1. COUNCIL INTERNAL PRACTICE AND PROCEDURE**

Minutes of any council, committee, and sub-committee meetings – limited to the last 2 years – (*hard copy from Clerk, email, Parish Council website*)

Procedural Standing Orders – (*hard copy from Clerk, email*).

Councils Annual Report to Parish Meeting – (*hard copy from Clerk*).

#### **2. CODE OF CONDUCT**

Members Declaration of Acceptance of Office – (*Appointment with Clerk*)

Members Register of Interests – (*CW&C Council Offices*)

#### **3. PERIODIC ELECTORAL REVIEW**

Information relating to the last Periodic Electoral Review of the council area (*CW&C Offices*)

Information relating to the latest boundary review of the council area – (*CW&C Council Offices*)

#### **4. EMPLOYMENT PRACTICE AND PROCEDURE**

Terms & conditions of employment - *(Appointment with Clerk)*

Job Descriptions - *(Appointment with Clerk)*

**5. PLANNING DOCUMENTS**

Responses to planning applications – *(via CWaC website).*

**6. AUDIT AND ACCOUNTS**

Annual return form – limited to last financial year – *(hard copy from Clerk, email, website)*

Annual Statutory report by auditor (internal and/or external) – limited to last financial year - *(hard copy from Clerk, email, website)*

Receipt/Payment books, Receipt books of all kinds, Bank Statement – limited to last financial year - *(Appointment with Clerk)*

Precept request – limited to last financial year - *(hard copy from Clerk, email)*

VAT records – limited to last financial year - *(Appointment with Clerk)*

Financial Standing Orders and Regulations - *(hard copy from Clerk, email)*

Assets Register of all Parish Council owned property - *(hard copy from Clerk, email)*

Risk Assessments - *(hard copy from Clerk, email)*

**Details for access of information:**

Clerk to the Parish Council – 40 Lime Tree Drive Farndon Chester CH3 6PN e-mail  
coddingtonparishclerk@hotmail.com

Cheshire West and Chester Council, HQ, 4 Civic Way, Ellesmere Port CH65 OBE  
Tel 0300 123 8123

Website – [www.cheshireparishcouncils.co.uk](http://www.cheshireparishcouncils.co.uk)