

## Information available from Selston Parish Council under the Model Publication Scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b><u>Who we are and what we do</u></b>		
Selston Parish Council represents the first tier of local government. Its constitution is defined by the Local Government Act 1972 and other acts of statute	The Parish Clerk, The Parish Office, Mansfield Road, Selston, Nottingham NG16 6EE Tel. 01773 812012 Email: <a href="mailto:clerk@selstonparishcouncil.gov.uk">clerk@selstonparishcouncil.gov.uk</a> Website: <a href="http://www.selstonparishcouncil.gov.uk">www.selstonparishcouncil.gov.uk</a>	
Who's who on the Council and its Committees	As above/information on noticeboards	10p per A4 sheet
Contact details for Parish Clerk and Council members	As above/information on noticeboards	10p per A4 sheet
Location of main Council office and accessibility details	Tel. The Clerk as detailed. Also displayed in parish noticeboards / community centres / Ashfield District Council/Notts. County Council websites	
Staffing structure	Contact the Parish Clerk as above	
<b><u>What we spend and how we spend it</u></b>		
Annual return form and report from auditor / finalised budget / precept / financial regulations and standing orders / grants given and received / list of contracts and value of contract	Website: <a href="http://www.selstonparishcouncil.gov.uk">www.selstonparishcouncil.gov.uk</a> Hard copy from the Parish Clerk as detailed (current and (previous financial year only)	10p per A4 sheet
Borrowing Approval letter	Hard copy from the Parish Clerk as detailed if applicable	10p per A4 sheet
Members' allowances and expenses (Chairman only)	Information from The Parish Clerk as detailed	
<b><u>What our priorities are and how we are doing</u></b>		
Neighbourhood Plan / Action Plan	Limited information available from the Clerk as above	10p per A4 sheet
Quality status	Does not have quality status	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b><u>How we make decisions</u></b>		
Decisions made at full council and sub committee meetings.	Open to the public. Agendas & Minutes on the website	
Timetable of council and sub committee meetings	Website or from The Parish Clerk	10p per A4 sheet
Agendas / minutes of meetings (excluding confidential information)	As above	Free at meetings
Reports presented to council and sub committee meetings (excluding confidential information)	As above	10p per A4 sheet
Responses to consultation papers	As above	10p per A4 sheet

Responses to planning applications	From The Parish Clerk and also Ashfield District Council Urban Road, Kirkby-in-Ashfield Nottingham NG17 8DA	10p per A4 sheet
<b><u>Our policies and procedures</u></b>  Policies and procedures for the conduct of council business:  Procedural standing orders / Committee and sub-committee terms of reference Delegated authority in respect of officers / Code of Conduct / Policy statements	Information from The Parish Clerk Displayed on website	10p per A4 sheet
Policies for the provision of services and employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy / Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Information from the Parish Clerk	10p per A4 sheet
Records management (records retention/destruction and archive)	Displayed on the website	
Data protection policies	Hard copy from The Parish Clerk	10p per A4 sheet
Schedule of charges for the publication of information	Standard charge	
<b><u>Lists and Registers</u></b> (current lists and registers only)  Register of Members' interests /Register of gifts and hospitality	Register of members interests is displayed on Ashfield District Councils website <a href="http://www.ashfield-dc.gov.uk">www.ashfield-dc.gov.uk</a>	
Assets Register	Hard copy available from The Parish Clerk	10p per A4 sheet
Disclosure log	Not held by the Council	
<b><u>The services we offer</u></b>  Allotments	Information from the Parish Clerk, Selston Parish Council website. Also Ashfield District Council website	
Community centres and village halls	Information available The Parish Clerk and Selston Parish Council website	
Parks, playing fields and recreational facilities	Information from the Parish Clerk and Selston Parish Council website	
Seating, litter bins, clocks, memorials and lighting	Information from The Parish Clerk as detailed	
Agency agreements	Hard copy available from The Parish Clerk as detailed	10p per A4 sheet
<b><u>Additional Information</u></b>  Information on footpaths in the parish	Hard copy available from The Parish Clerk	10p per A4 sheet

Contact details: **The Clerk, The Parish Hall, Mansfield Road, Selston, Nottingham NG16 6EE**  
 Tel: 01773 812012 Email: [clerk@selstonparishcouncil.gov.uk](mailto:clerk@selstonparishcouncil.gov.uk)