

Nailstone Parish Council

Publication Scheme

Class 1 – Who we are and what we do

Nailstone Parish Council consists of 5 Councillors and a Clerk. The Clerk is the only paid member of staff; the Councillor roles are all voluntary.

Councillors:

Lee Harris (Chair),
Hana Darlington (Vice Chair)
Derek Crane (Cllr)
Tony Harrison (Cllr)
Charles Waterlow (Cllr)

Parish Clerk:

Kerry Bates 07507 127195, clerk@nailstoneparishcouncil.org.uk

Nailstone Parish Council operates and maintains a website where the PC's meeting agenda, minutes and policies are published: www.nailstoneparishcouncil.org.uk

Nailstone Parish Council also communicates with parishioners via 'Nailstone News', a newsheet published monthly and delivered free to households in the Parish.

The documentation listed below is available from the Parish Council's website or from the Parish Clerk.

Please ask if the information you want is not listed below, and you cannot find it on the Parish Council's website.

Class 2 – What we spend and how we spend it

Nailstone Parish Council publishes the following documentation on its website to assist with transparency of decision making and expenditure:

- The PC meeting's agenda and minutes; (contracts and grants awarded are recorded in the minutes, monthly invoices are recorded in the minutes)
- Adopted policies and approved reports.
- Information for the current financial year, and for the four previous complete financial years including:
 - a) Approved Budget
 - b) Precept
 - c) Half yearly financial statements (list all receipts and payments) with a year to date against budget update
 - d) Summary financial statement
 - e) Annual Governance and Accountability Return (includes annual account summary, annual governance statement, internal audit report, exemption certificate and/or external audit report, supporting statements)

- f) Internal Auditor's report
- g) Receipts & payments accounts. Supporting documentation can be inspected by appointment with the Clerk.
- h) Financial regulations
- i) Annual Risk assessment

Nailstone Parish Council does not pay allowances to members.

Class 3 – What our priorities are and how we are doing

Nailstone Parish Council publishes information for the current calendar year, and for the two previous complete calendar years via the PC website and via Nailstone News. In addition, the PC publishes the Annual Report of the Chair of the PC and reports from community organisations via the meeting minutes and Nailstone News.

Class 4 – How we make decisions

Information for the next meeting is published at least three clear days before the day of the meeting to comply with legislation.

The agenda and background papers for the meeting are circulated to all Councillors prior to the PC meeting, so their decisions are informed.

The Notice of Meeting and agenda are also displayed on the public noticeboards in Main Street near the junction with The Oval, and in Church Meadow at least 3 clear days before the meeting.

A timetable of scheduled meetings for the current calendar year is published on the PC's website.

Nailstone PC publishes the agenda and minutes of meetings on the PC's website along with any approved reports referred to within the minutes.

Responses to planning applications and Parish Council comments on planning applications are summarised in the minutes.

Class 5 – Our policies and procedures

Nailstone Parish Council has adopted the following policies which are reviewed either annually or in line with recommended guidelines. The following adopted policies are published on the PC's website.

- Code of conduct of Nailstone Parish Council
- Complaints procedure
- Data Protection Policy
- Financial Regulations
- Grant awarding policy
- Insurance public liability certificate
- Publication scheme
- Risk assessment
- Standing Orders

Class 6 – Lists and registers

Nailstone Parish Council holds the following information regarding current Councillors:

- a) Register of member's interests (also available from Borough Council website)
- b) Register of members gifts and hospitality
- c) Member's declarations of acceptance of office may be inspected by appointment with the Parish Clerk

Nailstone Parish Council holds a Register of fixed Assets which is reviewed annually and an annual report on the condition of memorials in the churchyard and cemetery. The Council is responsible for the maintenance of the Children's play equipment on Church Meadow and pays for an annual independent inspection report.

Class 7 – The services we offer

Nailstone Parish Council maintains via a contractor the Closed part of All Saint's Churchyard, and Church Meadow, with voluntary help from the Nailstone Gardening Group. The PC's contractor also maintains the following grounds around the village: Christmas Tree triangle (junction of Main Street and Occupation Road), Post-box Corner (junction of Main Street and Bagworth Road), A447 crossroads triangle (junction of Main Street and A447) and the grassed bank under the railings on Church Road.

Nailstone PC is also responsible for items of street furniture such as benches and a defibrillator and for the children's play equipment on Church Meadow. Information on street furniture can be found in the asset register.

Nailstone Parish Council may make provision within its budget to award grants to recognised community groups in line with its approved grant awarding policy. Details of grants awarded are recorded in the minutes.

This Publication Scheme complies with the requirements of the DCLG *Transparency Code for Smaller Authorities* December 2014.

This schedule was approved by Nailstone Parish Council by resolution on 25th February 2026.