

Nailstone Parish Council

Publication Scheme

Class 1 – Who we are and what we do

Councillors

Lee Harris (Chairman), 6 Rectory Lane, Nailstone CV13 0QQ
Tony Harrison (Vice Chairman), 8-10 Occupation Road, Nailstone, CV13 0QG
Samantha Barton, 2 Malthouse Close, Nailstone, WARKS, CV13 0QX
Derek Crane 18 Church Road, Nailstone, CV13 0QH
Hana Darlington, 75 Main Street, Nailstone, CV13 0QB

Parish Clerk

Kerry Bates, 46 Main Street, Nailstone, Nuneaton, Warks, CV13 0QE
Tel 07507-127195 Email clerk@nailstoneparishcouncil.org.uk

Website: www.nailstoneparishcouncil.org.uk

News sheet : Nailstone News [published monthly and delivered free to every dwelling in the parish]

Office: the Parish Council office is at the home of the Clerk. Personal callers are welcome by prior appointment.

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

The items listed below are available from the Parish Council's website or from the Parish Clerk.

Class 2 – What we spend and how we spend it

Information for the current financial year, and for the four previous complete financial years

Budget

Precept

Half yearly financial statements (list all receipts and payments)

Summary financial statement

Annual Governance and Accountability Return (includes annual account summary, annual governance statement, internal audit report, exemption certificate and/or external audit report, supporting statements)

Receipts & payments accounts. Supporting documentation can be inspected by appointment with the Clerk.

Financial regulations

Risk assessment

Contracts and grants are recorded in the minutes

Nailstone Parish Council does not pay allowances to members.

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

Information for the current calendar year, and for the two previous complete calendar years

Nailstone News

Nailstone Parish Council annual report

Annual report of the Chairman of the Parish Council

Reports from community organisations and Parish Council representatives

Class 4 – How we make decisions

Information for the next meeting is published at least three clear days before the day of the meeting

Agenda and background papers for meeting

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

Information for the current calendar year

Timetable of meetings

Information for the current calendar year, and for the four previous calendar years

Agendas for meetings

Minutes of meetings

Reports

Until the development has been completed, or the time allowed for an appeal has expired

Responses to planning applications

Parish Council comments on planning applications are summarised in the minutes

Until the plan has been adopted or superseded

Responses to consultation papers

Class 5 – Our policies and procedures

Information for the current calendar year, and for the two previous complete calendar years

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

Information which is regularly updated – current versions only

Register of member's interests (also available from Borough Council website)

Register of members gifts and hospitality

Member's declarations of acceptance of office may be inspected by appointment with the Parish Clerk

Information for the current calendar year, and for the four previous calendar years

Assets register

Annual report on the condition of memorials in the churchyard and cemetery

Inventory of parish property and responsibilities

Toddlers Play Area annual independent inspection report

Class 7 – The services we offer

Nailstone Parish Council maintains the closed part of All Saint's Churchyard, and Church Meadow with voluntary help from the Nailstone Gardening Group.

Information on street furniture can be found in the Inventory.

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 on 11th April 2024.