**Thwing & Octon Parish Council**

**Publication Scheme**

**Council Internal Practice and Procedure**

* Contact details of Councillors and Clerk
* Location of Offices and accessibility details
* Minutes, agendas and supporting papers of Council, committee and sub committee meetings -last 2 years back copies may be obtained on request
* Procedural Standing Orders
* Councils Annual Report to Parish Meeting

**Code of Conduct**

* Members Declaration of Acceptance of Office
* Members Register of Interests

**Employment Practice and Procedure**

* Terms and Conditions of Employment
* Job Descriptions
* Equal Opportunities Policy
* Health & Safety Policy
* Grievance Policy

**Planning Documents**

* Planning application summary details and responses
* Parish/Community Plan

**Audit and Accounts**

* Annual Return limited to last 2 years , back copies may be viewed on request
* Annual Auditors Report
* Receipts and Payments Account last 2 years, back copies may be viewed on request
* Bank Statements – last financial year, back copies may be viewed on request
* Precept Request - – last financial year, back copies may be viewed on request
* VAT Records – last financial year, back copies may be viewed on request
* Current Budget
* List of Grants given and received
* Financial Standing Orders and Regulations
* Asset Register
* Risk Assessments
* Data Protection Policies

**Services**

* Village Mere
* Street Furniture – bush shelter notice boards, seating and litter bins
* Street Lights
* Defibrillators