

Information available from Humbleton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council	Francis Caley (Chair), Lisa Brazier, John (Deg) Burton (Vice); Phil Burton; Paul Cooke; Will Craven; Helena Stannard	
Contact details for Parish Clerk (named contacts where possible with telephone number and email address)	Vanessa Nolan (Clerk) – mob 07768 520621, email: Humbleton@btinternet.com	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website under Annual Return	
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum) – update provided at AGM annually	See minutes on website for AGM	
Class 4 – How we make decisions		
Timetable of meetings	Quarterly – February, May, September & November	
Agendas of meetings	Standard agenda	
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	On website	
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/copy
Responses to consultation papers / planning applications	On website (ERYC planning portal)	
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business: Code of Conduct	A Copy of Code of Conduct can be viewed on our website	
Class 6 – Lists and Registers		
Disclosure log	Included as standard item in minutes	
Register of members' interests / gifts & hospitality	Included as standard item in minutes	
Class 7 – The services we offer		
Burial grounds and closed churchyards (fees charged separately)	n/a – currently Humbleton Parish Church manages this until the cemetery is full	
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		

Contact details: Parish Clerk – Vanessa Nolan, Springfields, Humbleton – mobile 07768 520621 or email: Humbleton@btinternet.com