

Information available from Humbleton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council	Francis Caley (Chair), Lisa Brazier, Nigel Broughton; John (Deg) Burton (Vice); Harry Jackson; Chris Scott, Helena Stannard	
Contact details for Parish Clerk (named contacts where possible with telephone number and email address (if used))	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	Hard copy	10p/copy
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		
Ongoing Newsletters provided to all parishioners quarterly	Hard copy	10p/copy
Class 4 – How we make decisions		
Timetable of meetings	Quarterly – February, May, August & 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 / Hard copy	10p/copy
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) / Hard copy	10p/copy
Bye-laws	Hard copy	10p/copy
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:	A Copy of Code of Conduct can be borrowed at any time – contact Parish Clerk or our website	
Code of Conduct		
Class 6 – Lists and Registers		
Disclosure log	Hard copy	10p/copy
Register of members' interests / gifts & hospitality	ERYC website / hard copy	10p/copy
Class 7 – The services we offer		
Burial grounds and closed churchyards (fees charged separately)		
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