

SELLING PARISH COUNCIL PUBLISHING SCHEDULE

Adopted by Selling Parish Council on 18th November 2021

This document sets out the information available about the Parish Council. Costs are detailed below.

Information to be published	Information source	Cost
Who we are and what we do	Selling Parish Council website	Free
Contact details for Parish Clerk and Council members	Selling Parish Council website and village notice boards	Free Free
What we spend and how we spend it	Selling Parish Council website and village notice boards and Parish Magazine	Free Free 50p
Annual Return form and report by auditor (AGAR)	Selling Parish Council website and village notice boards and printed copy	Free Free £1.70
Finalised budget and precept	Selling Parish Council website	Free
Grants given and received	Selling Parish Council website and village notice boards and Parish Magazine	Free Free 50p
List of current contracts awarded and value of contract	Apply to the Parish Clerk	Free
Annual Report to Parish Meeting	Selling Parish Council website and village notice boards and Parish Magazine	Free Free 50p

How we make decisions	Information source	Cost
Timetable of meetings	Selling Parish Council website and village notice boards	
Agendas for meetings	Selling Parish Council website and village notice boards	Free Free
Minutes of meetings (non-confidential items)	Selling Parish Council website and village notice boards and Parish Magazine	Free Free 50p
Reports presented to meetings (non-confidential items) By request	Selling Parish Council website	Free
Responses to consultation papers	Selling Parish Council website and village notice boards and Parish Magazine	Free Free 50p
Responses to planning applications	Selling Parish Council website and village notice boards and Parish Magazine	Free

Policies and procedures for the conduct of council business:	Information source	Cost
Standing orders	Selling Parish Council website	Free
Financial Regulations	Selling Parish Council website	Free
Privacy Policy	Selling Parish Council website	Free
Press and Media and Social Media Policy	Selling Parish Council website	Free
Code of Conduct for Councillors	Selling Parish Council website	Free
Complaints Procedure	Selling Parish Council website	Free

List and Registers	Information source	Cost
Asset Register	Selling Parish Council website	Free
Register of members' interests	Swale Borough Council website	Free

The services we offer (current information only)	Information source	Cost
Street Lighting	Apply to the Parish Clerk	Free

Schedule of Charges	Cost
Photocopying – black and white	5p per sheet
Photocopying – colour	10p per sheet
Postage – 2nd class Royal Mail as standard, other on request.	at current cost

Contact Details	
Parish Clerk:	Wendy Gregory
Email:	clerk@sellingparishcouncil.gov.uk
Telephone:	07790903442
Postal address:	19 New Creek Road, Faversham ME13 7BU