



Birchington Parish Council

Appendix A: Publication Scheme – Guide to Information Available

Information in the Publication Scheme will be available on the Parish Council's website <https://birchington-pc.gov.uk> or by contacting the Parish Clerk by email clerk@birchington-pc.gov.uk or by telephone 01843 846666.

CLASS OF INFORMATION	INFORMATION AVAILABLE	HOW TO ACCESS
Who we are and what we do	• Councillor names and contact details • Committee membership • Contact details for the Parish Clerk • Office address and contact information • Staffing structure	This information is available on the council's website. Details of the council's staffing structure is available on request.
What we spend and how we spend it	• Annual Governance and Accountability Return • External Audit Report • Annual Budget • Precept Information • Standing Orders • Financial Regulations • Grants awarded by the council • List of contracts awarded and contract value	This information is available on the council's website. Details of grants and contracts awarded are available on request.

What our priorities are and how we are doing	• Annual workplan • Annual report to the Parish Assembly	This information is available on the council's website.
How we make decisions	• Council and committee agendas • Council and committee minutes • Meeting timetable • Responses to planning consultations	This information is available on the council's website. Responses to planning applications are available upon request, and are also available on the TDC Planning Portal.
Our policies and procedures	• Standing Orders • Financial Regulations • Internal Financial Controls • Code of Conduct • Standing Committee Terms of Reference • GDPR Policy • Equality and Diversity Policy • Health and Safety Policy • Risk Management Policy • Document Retention and Disposal Policy • Virement Policy • CCTV Policy • Vexatious Person Policy • Social Media Policy • Complaints Procedure • IT Policy • Grant Scheme Policy and Application Form	This information is available on the council's website.
Lists and registers	• Asset register • Register of members' interests	The asset register is published on the Parish Council's website. The register of members interests is published on the TDC website and is also available upon request from the Parish Clerk.

Services we offer	• Allotments • Hire of football pitches • Rental of Dog Acre • Events • Public seating and sea shelters	This information is available by contacting the Parish Clerk