

HOLME-NEXT-THE-SEA PARISH COUNCIL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 - Organisational Information.		
Contact details for Parish Clerk.	Information available on three noticeboards used by the Parish Council - Main Road bus shelter, St May's church porch and Kirkgate (junction of Peddars Way) Dave Watkins c/o Village Hall, Kirkgate, Holme-next-the-Sea, Norfolk, PE36 6LH Tel: 01485 779819 email: parishclerk@holmentspc.org	A4 size copies of paperwork or accounts are charged at the rate of 20p per copy (black & white) and 50p per copy (colour) being the charge currently levied at the Local Council 's Public Libraries.
Contact details for Councillors.	Details available from the Parish Clerk.	
Councillor membership of working parties and Committees (if applicable)		
CLASS 2 - Financial Information		
Previous year's completed accounts.	Details available from the Parish Clerk who is also the Responsible Finance Officer.	Ditto
Previous year's Internal Audit recommendations.		
Previous year's Annual Report and External Audit Report.		
Current year's budget.		
Adopted Financial Standing Orders		
Adopted Financial Regulations.		
Current contracts awarded.		
Councillors' allowances and expenses.		
CLASS 3 - Strategies and Plans.		
Current and previous year's report to the Annual Parish Meeting.	Details available from the Parish Clerk.	Ditto

Neighbourhood Development Plan	Details available from the Parish Clerk and King's Lynn and West Norfolk website: https://www.west-norfolk.gov.uk/downloads/download/910/holme-next-the-sea_neighbourhood_plan_documents	Can be downloaded from Borough Council website
CLASS 4 - Decision Making Process.		
Timetable of meetings.	Details on all three notice boards as listed above.	Ditto
Current and previous year's Agendas.	Details available from the Parish Clerk.	
Current and previous years' Minutes (subject to exclusion of private information)		
Responses to Planning Applications.		
CLASS 5 - Policies and Procedures.		
Adopted Standing Orders.	Details available from the Parish Clerk.	Ditto
Adopted Code of Conduct.		
Adopted Complaints Policy.		
CPRE Solar Design Tips		
Management of Records.		
Charges for publication of information.	See above.	
CLASS 6 - Lists and Registers.		
Assets Register.	Details available from the Parish Clerk.	Ditto
Register of Members' Disclosable Personal Interests.		
Register of Disclosable Personal Interest Dispensation (Budget).		
Register of gifts and hospitality.		
CLASS 7 - Services.		
Village Hall, Kirkgate.	Details available from the Village Hall Committee. Tel: 01485 525279	Ditto
Park Piece, Triangle Land, Orchards Land, Village Green		
Dog Bins.		
Street Lighting.		
Bus shelters.		

Emergency telephone.	Details available from the Parish Clerk.	
Defibrillator		
Ditches (Beach Road)		
SAM2 traffic monitoring units		
Benches		
Village sign		
Noticeboards		
Strimmer		

22/03/2023

Dave Watkins – Parish Clerk and Responsible Financial Officer

Review: 7 May 2025