



Festival of Britain Village 1951  
Motto: "Independence and Self Help"

**Information available from Trowell Parish Council under the model publication scheme.**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 1 – Who we are and what we do.</b> Trowell Parish Council comprises of up to 11 councillors and meets on the 2<sup>nd</sup> Tuesday of each month at 7.30pm, (excluding August) at Trowell Parish Hall, meeting room 3, Stapleford Rd, Trowell.</p>	<p>On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk In the Parish Council Noticeboard</p>
<p>A list of current councillors and details of committees and working parties is maintained by the Clerk and is displayed on the Parish Council's website.</p>	<p>On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk</p>
<p>Contact details for Parish Clerk and Council members are available from the Clerk (contact information below) contact details can be found on the Parish Council website.</p>	<p>On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk In the Parish Council Noticeboard</p>
<p>The Clerk may be contacted during normal working hours: usually Monday to Friday 8am to 3pm at the Parish Office at Trowell Parish Hall.</p>	<p>Jane Murden Clerk &amp; RFO to the Parish Council Trowell Parish Office Trowell Parish Hall Stapleford Road Trowell NG9 3QA 0115 9989774 <a href="mailto:clerk@trowell.org.uk">clerk@trowell.org.uk</a></p>
<p><b>Class 2 What we spend and how we spend it.</b> Annual return form and report by auditor</p>	<p>On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk</p>
<p>Finalised Budget</p>	<p>Via the Clerk</p>
<p>Precept</p>	<p>Via the Clerk</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>
<p>Financial Standing Orders and Regulations</p>	<p>On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a></p>

	Via the Clerk
Grants given and received	Via the Clerk
List of current contracts awarded and value of contract	Via the Clerk
Chairs allowances	Via the Clerk
<b>Class 3 – What our priorities are and how we are doing</b>	
Parish Plan	
Annual Report to Parish meeting (current and previous year as a minimum)	On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk
<b>Class 4 – How we make decisions.</b>	
Timetable of meetings: 2 <sup>nd</sup> Tuesday of the month starting at 7.30pm excluding August. (Additional meetings may be called on an ad hoc basis).	On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk
Agendas of meetings	On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Draft minutes are displayed on Parish Council website. Or copy available from the Clerk
Reports presented to council meetings -n.b. this will exclude information that is properly regarded as private to the meeting.	Via the Clerk
Responses to consultation papers.	Via the Clerk
Responses to planning applications.	On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk
<b>Class 5 – Our policies and procedures</b>	
Policies and procedures for the conduct of council business.	On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk
Policies and procedures for the provision of services and about the employment of staff	Via the Clerk
Schedule of charges (for the publication of information)	See below
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Any publicly available register or list	
Assets register	Via the Clerk
Register of members' interests	On the Parish Council website: <a href="https://trowell.org.uk">https://trowell.org.uk</a> Via the Clerk
Register of gifts and hospitality	Via the Clerk
<b>Class 7 – the services we offer.</b>	

Current information only.	
Parish Hall	Via the Clerk
Parish Hall Play Park	Via the Clerk
Services for which the council is entitled to recover a fee.	Via the Clerk

**Contact details:**

**Parish Council website:** [www.trowell.org](http://www.trowell.org)

Trowell Parish Council, Trowell Parish Hall, Stapleford Road, Trowell, NG9 3QA

Telephone:0115 9989774 Email: [clerk@trowell.org.uk](mailto:clerk@trowell.org.uk)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Printing and Photocopying @ 12p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> Class.
<b>Statutory Fee</b>		In accordance with the relevant legislation.

\*The actual cost incurred by the Parish Council.

Adopted on 24<sup>th</sup> October 2023.