

IXWORTH & IXWORTH THORPE PARISH COUNCIL  
GUIDE TO THE PUBLICATION SCHEME

Adopted 12<sup>th</sup> November 2025

Review November 2026

Information to be published	How the information can be obtained
<b>Class 1 – who we are and what we do:</b> Current information only <ul style="list-style-type: none"><li>• Who's who on the Council and its Committees</li><li>• Contact details for the Clerk and Council Members</li></ul>	On the Parish Council's website <a href="http://ixworthparishcouncil.gov.uk">http://ixworthparishcouncil.gov.uk</a> On noticeboards in the village Hard copy from the Parish Clerk
<b>Class 2 – What we spend and how we spend it:</b> Current and previous financial year as a minimum: <ul style="list-style-type: none"><li>• Current and previous financial year's accounts</li><li>• Annual Return Form and Auditor's Report</li><li>• Finalised Budget</li><li>• Precept Details</li><li>• Financial Regulations</li><li>• Grants given and received</li></ul>	On the Parish Council's website <a href="http://ixworthparishcouncil.gov.uk">http://ixworthparishcouncil.gov.uk</a> Hard copy from the Parish Clerk
<b>Class 3 – What our priorities are and how we are doing:</b> <ul style="list-style-type: none"><li>• Annual Report to Parish Meeting</li></ul>	On the Parish Council's website <a href="http://ixworthparishcouncil.gov.uk">http://ixworthparishcouncil.gov.uk</a> Hard Copy from the Parish Clerk

<p><b>Class 4 – How we make decisions:</b></p> <ul style="list-style-type: none"> <li>• Timetable of Parish Council meetings for current year</li> <li>• Agendas and Minutes</li> <li>• Minutes of meetings</li> <li>• Responses to consultation papers</li> <li>• Responses to planning applications</li> </ul>	<p>On the Parish Council's website  <a href="http://ixworthparishcouncil.gov.uk">http://ixworthparishcouncil.gov.uk</a></p> <p>Hard copy from the Parish Clerk</p> <p>Included within the minutes</p> <p>Planning applications on the West Suffolk Council's website</p>
<p><b>Class 5 – Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Committee Terms of Reference</li> <li>• Code of Conduct</li> <li>• All Council Policies</li> </ul>	<p>On the Parish Council's website  <a href="http://ixworthparishcouncil.gov.uk">http://ixworthparishcouncil.gov.uk</a></p> <p>Hard copy from the Parish Clerk</p>
<p><b>Class 6 – Lists and Registers</b></p> <ul style="list-style-type: none"> <li>• Asset Register</li> <li>• Register of Members' Interests</li> </ul>	<p>On the Parish Council's website  <a href="http://ixworthparishcouncil.gov.uk">http://ixworthparishcouncil.gov.uk</a></p> <p>Hard copy from the Parish Clerk</p>
<p><b>Class 7 – The services we offer:</b></p> <ul style="list-style-type: none"> <li>• Play Areas</li> <li>• Cemetery</li> <li>• Emptying of Bins – Litter and Dog</li> </ul>	<p>Details and information on request to the Parish Clerk</p>