**BRUNDISH PARISH COUNCIL**

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Description automatically generatedPUBLICATION POLICY**

**General**

Information available to the public and may be viewed on our website or if not online then requested via the Parish Clerk, all details are on:-

Our website: [**//brundish.suffolk.cloud/parish-council/**](https://brundish.suffolk.cloud/parish-council/)

Our Clerk by e-mail to [**brundishparishclerk@gmail.com**](mailto:brundishparishclerk@gmail.com)

**Who we are and what we do**

The parish council carries out a range of duties for the benefit of the parishioners and we meet usually five times a year to administer parish business.

All parish councillors volunteer their time, the only paid employee is our Clerk, who sets our agendas, takes the minutes of our meetings, and implements the action points, and generally ensures that we operate within the law.

Members of the public are encouraged to attend our meetings and have an opportunity to speak to the councillors at Public Open time at the start of each meeting.

The parish council is funded by a precept which is collected from village council taxpayers.

Contact for our Parish Clerk can be found above and on the website. Members of the council who wish their details to be known are also displayed on the website

**What we spend and how we spend it**

The following are all available on our [**website**](https://brundish.suffolk.cloud/parish-council/accounts/full-accounts-2021-22/) and can be found in the detailed accounts: -

* Finalised Budget
* Finalised Financial accounts and budget
* Detailed Receipts and Payment
* Official financial annual return documents
* Audit Report Form
* Precept received
* Grants Received

**What our priorities are and how we are doing**

* Managing the expenditure of the Parish Precept
* Maintaining the Village Green
* Street lighting/litter & dog bins
* Commenting on planning applications
* Supporting village organisations
* Providing a focus within the village for action/representations on key issues
* Monitoring Public Rights of Way footpaths / Highways Signage

**How we make decisions**

Brundish Parish Council have 5 meetings a year as well as the Annual Parish Council Meeting and the Annual Parish Meeting. The following are available on our [**website :**-](https://brundish.suffolk.cloud/parish-council/minutes-and-agendas/)

* Timetable of meetings
* Agendas for all meetings – also available on the Parish Notice board.
* Minutes of all meetings held
* Reports presented by District and County councillors [**website:-**](https://brundish.suffolk.cloud/parish-council/county-and-district-council-reports/)

**Our policies and procedures**

Full details of our policies and procedures can be found on our [**website**.](https://brundish.suffolk.cloud/parish-council/parish-council-policies-2020/)

* Standing Orders
* Statement of Internal Control
* Financial Risk Assessment
* Electronic Communications Policy
* Complaints Procedure
* Data Protection Policy
* Suffolk Code of Conduct
* Financial Regulations
* Publication Policy
* Procurement Policy
* Planning Response Policy