

Staploe Parish Council

A Guide to Proactively Published Information for the Public

The following documents are routinely published on the village noticeboards in Duloe (Duloe Common), Staploe (near Falls Farm by the post box) and Honeydon (The Chestnuts) and on the parish website <https://staploe-pc.gov.uk/>

Item	Deadline
Notices of meetings and agendas for meetings held typically on the third Thursday of January, March, May (AGM – the date of this may vary in an election year), July, September and November.	At least 3 clear days before a meeting
Notice of Parish Open Meeting and agenda on the third Thursday in March	At least 7 days before a meeting
Annual return, notice of dates for the inspection of the end of year accounts and internal audit report.	April to July
Notice of any vacancies on the Parish Council. “News” pages	As they arise
Notice of elections. “News” pages	6 weeks before
Notice of poll “News” pages	4 weeks before

In addition the following items can be found on our website <https://staploe-pc.gov.uk/> or requested from the Clerk at 33, Staploe, St. Neots, Cambs. PE19 5JA Tel 01480 471 526 or clerk@staploe-pc.gov.uk

Please click on the links below.

- Parish Council end of year [accounts](#), including cash book and audit results
- The Parish Council’s [Land and Buildings Asset Register](#)
- Parish Council [standing orders](#)
- Parish Council [financial regulations](#)
- [Meeting dates](#)
- Contact details for [Parish Councillors and their Responsibilities](#)
- [Minutes of Meetings](#)
- [Code of Conduct for Parish Councillors](#)
- [Procedure for Breach of Code of Conduct Allegations](#)
- [Complaints Procedure](#)
- Policies:
 - [Privacy](#)
 - Data Protection
 - Data breach response
 - Data subject access request
 - Retention of documents
 - CCTV
 - Advertising
 - Media

- Viewing and Commenting on Planning Applications
 - Health and safety
 - Equality and diversity
- Governance and Accountability – Practitioners Guide
- A list of [planning applications](#)
- Other [news items](#)

Available from Bedford Borough Council:

- Parish Councillors [declarations of interest](#)