

PSECC WEBSITE SUPPLEMENTAL INFORMATION POLICY

Approved at Council Meeting on 9.3.26 (Minute 25/187)

OVW has issued a guidance document which summarises the various requirements to comply with point 3 of the Annual Governance Statement of the Annual Return – namely that “we have ensured that we electronically publish the information the Council is required to publish by law, on its website at www.peterstonsuperely.org”

In order to comply with point 3, PSECC will publish:

Contact Information:

Councils must publish their contact details electronically, including a telephone number, postal address, and email address. If the council does not have an office, the clerk’s contact information must be provided.

Member Information:

Councils must publish information about each elected member, including their name, contact details, party affiliation (if any), and any office or committee membership. If the council is divided into wards, the ward each member represents must be indicated. Co-opted members should be clearly distinguished from elected members.

Meeting Minutes and Documents:

Councils must publish the minutes of their meetings and, where practicable, documents referred to in those meetings. PSECC will publish the following documents:

- Agenda
- Minutes due to be approved during the meeting
- Monthly Payment Schedule that is due to be approved during the meeting
- Bank Reconciliation for the current month
- Any Grant Application Forms Received with any personal / financial information redacted
- A summary list of all correspondence received during the month

Annual audited accounts must also be published electronically.

Public Notices:

Councils must publish public notices electronically in addition to traditional methods. Notices of forthcoming meetings must be published electronically at least three clear days before the meeting.

Register of Members’ Interests:

Councils must publish their register of members’ financial and other interests electronically.