

Information available from Scotton Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Parish Council Noticeboard Website	Free Free
Who's who on the Council and its Committees	Parish Council Noticeboard Website	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Council Noticeboard Website	Free Free
Staffing structure	Parish Council Noticeboard Website	Free Free

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy – contact Clerk Website	10p/sheet & postage Free
Finalised budget	Hard Copy – contact Clerk	10p/sheet & postage
Precept	Hard Copy – contact Clerk	10p/sheet & postage
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy – contact Clerk Website	10p/sheet & postage Free
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet & postage
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	10p/sheet & postage

Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact Clerk Website	10p/sheet & postage Free
Agendas of meetings (as above)	Hard copy – contact Clerk Website	10p/sheet & postage Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website	10p/sheet & postage Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website	10p/sheet & postage Free
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet & postage
Responses to planning applications	Hard copy – contact Clerk Website	10p/sheet & postage Free
Bye laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and	(hard copy or website)	

responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements]] Hard copy – contact Clerk]] Website]	10p/sheet & postage Free
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)] Hard copy – contact Clerk]] Website	10p/sheet & postage Free
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	Hard copy – contact Clerk Website	10p/sheet & postage Free
Schedule of charges (for the publication of information)	Hard copy – contact Clerk Website	10p/sheet & postage Free
Class 6 – Lists and Registers	(available by inspection)	

Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy – contact Clerk	10p/sheet & postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard copy – contact Clerk	10p/sheet & postage
Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost *
	Photocopying @ 70p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority