

**Information available from
Chaddesley Corbett Parish 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>Website Parish Magazine Annual Report Newsletters</p>	<p>FOC £1 FOC FOC</p>
<p>Who's who on the Council and its Committees</p>	<p>Website</p>	<p>FOC</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>Website Parish Magazine</p>	<p>FOC £1</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)		
Annual return form and report by auditor	Website Paper Copy Parish Notice Boards	FOC 10p per page
Finalised budget	Website Paper Copy	FOC 10p
Precept	Paper Copy	10p
Financial Standing Orders and Regulations	Website Paper Copy	FOC 10p per page
Grants given and received	Paper Copy	10p per page
List of current contracts awarded and value of contract	Paper Copy	10 per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan and Parish Design Statement	Website Paper Copy	FOC £1
Annual Report to Parish or Community Meeting	Website Paper Copy	FOC £1
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	

Quality status	Website	FOC
Local charters drawn up in accordance with DCLG guidelines	Website	FOC
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Paper Copy Parish Notice Boards	FOC 10p FOC
Agendas of meetings (as above)	Website Paper Copy Parish Notice Boards	FOC 10p FOC
Minutes of meetings (as above) - (this will exclude information that is properly regarded as private to the meeting).	Website Paper Copy Parish Notice Boards	FOC 10p per page FOC
Reports presented to council meetings – (this will exclude information that is properly regarded as private to the meeting).	Website Paper Copy	FOC 10p per page
Responses to consultation papers	Website Paper Copy	FOC 10p per page

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Responses to planning applications (Minutes of Planning Committee Meetings)</p>	<p>Website Paper Copy</p> <p>Parish Notice Boards Parish Magazine</p>	<p>FOC 10p per page FOC £1</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website Paper Copy</p>	<p>FOC 10p per page</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Available on the Web- site or by application to the Clerk for a paper copy</p>	<p>FOC 10p per page</p>

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services 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)</p>	<p>Website Website Website Website</p>	<p>FOC Or 10p per page</p>
<p>Information security policy</p>	<p>Confidential</p>	
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Website</p>	<p>FOC 10p per page</p>
<p>Assets Register</p>	<p>Website</p>	<p>FOC</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Register of members' interests	District Council	By Application
Register of gifts and hospitality	District Council	By Application
Emergency Procedures	Confidential	
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	Paper Copy	10p per sheet
Burial grounds and closed churchyards	Paper Copy	10 per sheet
Community centres and village halls	Parish Magazine	50p
Parks, playing fields and recreational facilities	Parish Magazine	50p
Seating		
Bus shelters		

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Emergency Plan	Parish Clerk Chairman of Parish Council District Council	

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 @ 10p per sheet (black & white)	Printing or copying cost, including obtaining copy from Post Office
	Postage	Actual cost of Royal Mail standard 2 nd class

Other		

* the actual cost incurred by the public authority