

Information available from Shepherdswell with Coldred 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Location of main Council office and accessibility details	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Staffing structure		
<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	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Finalised budget	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Precept	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Borrowing Approval letter		

Financial Standing Orders and Regulations	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Grants given and received	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
List of current contracts awarded and value of contract	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Members' allowances and expenses	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
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 (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/ sub-committee meetings and parish meetings)	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Agendas of meetings (as above)	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Responses to consultation papers	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Responses to planning applications	<i>Website</i> <i>Hard copy – contact Clerk</i>	<i>Free</i> <i>10p/sheet</i>
Bye-laws		

<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>	(hard copy or website)	
<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><i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i></p>	<p><i>10p/sheet</i> <i>10p/sheet</i> <i>10p/sheet</i> <i>10p/sheet</i></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 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)</p>	<p><i>Hard copy – contact Clerk</i> <i>Hard copy – contact Clerk</i></p>	<p><i>10p/sheet</i> <i>10p/sheet</i></p>
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>	<p><i>Hard copy – contact Clerk</i></p>	<p><i>10p/sheet</i></p>

Class 6 – Lists and Registers	(hard copy or website; some information may only be 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	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
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	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Register of gifts and hospitality	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(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	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Community centres and village halls		
Parks, playing fields and recreational facilities	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Seating, litter bins, clocks, memorials and lighting	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Bus shelters	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
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)	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Recreation Ground play area weekly and monthly inspection sheets	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
RoSPA annual inspection report of play area	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Risk Assessments	<i>Hard copy – contact Clerk</i>	<i>10p/sheet</i>
Burial Ground records, search of register book		<i>£25.00</i>
Certified copy of an entry of burial in the register book	<i>Hard copy – contact Clerk</i>	<i>£20.00</i>

Contact details:

Parish Clerk – Mr S. Durbidge. ‘Bramley’, Hill Avenue, Shepherdswell, Dover, Kent. CT15 7PA

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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)	Actual cost 10p
	Photocopying per sheet (colour) N.A.	Actual cost N.A.
	Postage @ 27p	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