

Information available from Hellaby Parish Council under the Agreed model publication scheme – April 2016

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	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hellaby Newsletter Parish Notice Board Hard copy – contact Parish Clerk	Free Free Free 10p/sheet
Location of main Council office and accessibility details	Website Parish Notice Board Hard copy – contact Parish Clerk	Free Free 10p/sheet
Staffing structure	Not applicable – Just Clerk	Not applicable – Just Clerk

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)	(hard copy and/or website)	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact Parish Clerk	10p/sheet
Finalised budget	Hard copy – contact Parish Clerk	10p/sheet
Precept	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Borrowing Approval letter	Not applicable	Not applicable
Financial Standing Orders and Regulations	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Grants given and received	Hard copy – contact Parish Clerk	Free
List of current contracts awarded and value of contract	Hard copy – contact Parish Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Parish Clerk	10p/sheet
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)	n/a	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Parish Clerk	10p/sheet
Quality status	Not applicable	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Not applicable

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 Council meetings	Website Parish Notice Board Hard copy – contact Parish Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Responses to consultation papers	Hard copy – contact Parish Clerk	10p/sheet
Responses to planning applications	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Bye-laws	Not applicable	Not applicable
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Copies of all these documents can be obtained:	
Current information only	Website Hard copy – contact Parish Clerk	Free 10p/sheet

Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Copies of all these documents can be obtained: Website Hard copy – contact Parish Clerk	Free 10p/sheet
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)	Copies of all these documents can be obtained Website Hard copy – contact Parish Clerk	Free 10p/sheet
Information security policy	Not applicable	Not applicable
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Data protection policies	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Hard copy – contact Parish Clerk	Free 10p/sheet
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)	Website Hard copy – contact	Free 10p/sheet

	Parish Clerk	
Assets Register	Website Hard copy – contact Parish Clerk	Free 10p/sheet
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)	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Register of members' interests	Website Hard copy – contact Parish Clerk	Free 10p/sheet
Register of gifts and hospitality	Hard copy – contact Parish Clerk	10p/sheet
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	Not applicable
Burial grounds and closed churchyards	Not applicable	Not applicable
Community centres and village halls	Not applicable	Not applicable
Parks, playing fields and recreational facilities	Hard copy – contact Parish Clerk	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Parish Clerk	10p/sheet
Bus shelters	Not applicable	Not applicable
Markets	Not applicable	Not applicable
Public conveniences	Not applicable	Not applicable
Agency agreements	Not applicable	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	Not applicable
Additional Information		

This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details:

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)
Other	Not applicable	

* the actual cost incurred by the public authority