**Information available from Castle Eaton Parish/Community Council under the model publication scheme**

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| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**(Organisational information, structures, locations and contacts)This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted. | (hard copy and/or website) |  |
| Who’s who on the Council and its Committees | Website |  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website |  |
| Location of main Council office and accessibility details | Website |  |
| Staffing structure | Website |  |
|  |  |  |
| **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)Current and previous financial year as a minimum | (hard copy and/or website) |  |
| Annual return form and report by auditor | Website and hard Copy  |  |
| Finalised budget | Website and Hardcopy |  |
| Precept | Website and Hard copy |  |
| Borrowing Approval letter | N/A |  |
| Financial Standing Orders and Regulations | Website and hardcopy |  |
| Grants given and received | Website |  |
| List of current contracts awarded and value of contract | Website and Hardcopy |  |
| Members’ allowances and expenses | N/A |  |
|  |  |  |
| **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 |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website and Hard Copy |  |
| 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) | Websites and hardcopy |  |
| Agendas of meetings (as above) | Websites and Hard copy |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website and hard copy |  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website and hard copy |  |
| Responses to consultation papers | Website and hard copy |  |
| Responses to planning applications | Website and hard copy |  |
| Bye-laws | N/A |  |
|  |  |  |
| **Class 5 – Our policies and procedures**(Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only | (hard copy or website) |  |
| Policies and procedures for the conduct of council business: Procedural standing ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy statements | Website and Hard copy |  |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of servicesEquality and diversity policyHealth and safety policyRecruitment policies (including current vacancies) Policies and procedures for handling requests for informationComplaints procedures (including those covering requests for information and operating the publication scheme) | N/A |  |
| Information security policy | Website |  |
| Records management policies (records retention, destruction and archive) | Website |  |
| Data protection policies  | Website |  |
| Schedule of charges )for the publication of information) | ? |  |
|  |  |  |
| **Class 6 – Lists and Registers**Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) |  |
| 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 |  |
| 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 | Website |  |
| Register of gifts and hospitality | N/A |  |
|  |  |  |
| **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 | N/A |  |
| Burial grounds and closed churchyards | N/A |  |
| Community centres and village halls | Website |  |
| Parks, playing fields and recreational facilities | Website |  |
| Seating, litter bins, clocks, memorials and lighting | Website |  |
| Bus shelters | N/A |  |
| Markets | N/A |  |
| Public conveniences | N/A |  |
| Agency agreements | N/A |  |
| 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 |  |  |
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**Contact details:**

**Teresa Whyborn**

**teresawhyborn@btinternet.com**

**07717424965**

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 @ ..p per sheet (black & white) | Actual cost \*  |
|  | Photocopying @ ..p per sheet (colour) | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
|  |  |  |
| **Other** |  |  |
|  |  |  |

\* the actual cost incurred by the public authority