

**Information available from Rawreth Parish Council under the model publication scheme**

<b>Information to be published</b>	<b>How the Information can be obtained</b> (Hard copy and or Website)	<b>Cost</b> See table Below for
<b>Class 1</b> <b>Who we are and what we do.</b> (organisational information, structures, locations and contacts)		
<b>Who's who on the Council and its Committees</b>	<b>Website</b>	<b>Free</b>
<b>Contact details for Parish Clerk and Council Members</b>	<b>Website and Hard copy</b>	<b>Free, PC BW Post</b>
<b>Location of main Council Office and accessibility details</b>	<b>Website</b>	<b>Free</b>
<b>Staffing Structure</b>	<b>N/A</b>	
<b>Class 2</b> <b>What we spend and how we spend it</b> (financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
<b>Annual return form and report by auditor</b>	<b>Hard copy</b>	<b>PC BW Post</b>
<b>Finalised Budget</b>	<b>Hard copy</b>	<b>PC BW Post</b>
<b>Precept</b>	<b>Hard copy</b>	<b>PC BW Post</b>
<b>Borrowing Approval Letter</b>	<b>N/A</b>	
<b>Financial Standing Orders and Regulations</b>	<b>Hard copy</b>	<b>PC BW Post</b>
<b>Grants given and received</b>	<b>Hard copy</b>	<b>PC BW Post</b>
<b>List of current contracts awarded and value of contract</b>	<b>Hard copy</b>	<b>PC BW Post</b>
<b>Members allowances and expenses</b>	<b>Hard copy</b>	<b>PC BW Post</b>

<b>Class 3</b> <b>What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<b>Parish Plan</b>	<b>Hard copy</b>	PC BW PC CO Post
<b>Annual Report to Parish or Community Meeting</b>	<b>Website and Hard copy</b>	Free, PC BW Post
<b>Quality Status</b>	<b>N/A</b>	
<b>Local Charters drawn up in accordance with DCLG guidelines</b>	<b>Hard copy</b>	PC BW Post
<b>Class 4</b> <b>How we make decision</b> (Decision making processes and records of decisions)		
<b>Timetable of meetings</b> (Council, any committee/sub committee meetings and Parish meetings )	<b>Website and Hard copy</b>	Free, PC BW Post
<b>Agendas of meetings</b>	<b>Website for current month Hard copy all others</b>	Free, PC BW Post
<b>Minutes of meetings</b>	<b>Website for current month Hard copy all others</b>	Free, PC BW Post
<b>Reports presented to Council meetings</b>	<b>Hard copy</b>	PC BW Post
<b>Responses to consultation papers</b>	<b>Hard copy</b>	PC BW Post
<b>Responses to planning applications</b>	<b>Website if for a current month (minutes) Hard copy all others</b>	Free, PC BW Post
<b>Bye-Laws</b>	<b>Hard copy</b>	PC BW Post
<b>Class 5</b> <b>Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		

<p><b>Policies and Procedures for the conduct of Council business:</b></p> <p>a) Procedural Standing Orders  b) Committee and sub-committee terms of reference  c) Delegated authority in respect of officers  d) Code of Conduct  e) Policy Statements</p>	<p>a)Hard copy  b)N/A  c)Hard copy  d)Hard copy  e)Hard copy</p>	<p>a,c,d and e,  PC BW  Post</p>
<p><b>Policies and procedures for the provision of services and about the employment of staff:</b></p> <p>a) Internal policies relating to delivery of services  b) Equality and diversity policy  c) Health and safety policy  d) Recruitment policies  e) Policies and procedures for handling requests for information  f) Complaints procedures  g) Information security policy  h) Records management policies (records retention, destruction an archive)  i) Date Protection policies  j) Schedule of charges for publication of information</p>	<p>a)Hard copy  b)N/A  c)N/A  d)N/A  e)Hard copy  f)Hard copy  g)N/A  h)Hard copy  i)N/A  j)Hard copy</p>	<p>a, e, f, h and j  PC BW  Post</p>
<p><b>Class 6 Lists and Registers</b>  (currently maintained lists and registers only)</p>		
<p><b>Any publicly available register or list (if any are held these should be publicised)</b></p>	<p>N/A</p>	
<p><b>Assets Register</b></p>	<p>Hard copy</p>	<p>PC BW</p>

<b>Disclosure Log</b>	<b>N/A</b>	
<b>Register of Members interest</b>	<b>Hard copy</b>	<b>PC BW</b>
<b>Register of gifts and hospitality</b>	<b>Hard Copy</b>	<b>PC BW</b>
<b>Class 7 The services we offer</b> (Information on the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
<b>Allotments</b>	<b>N/A</b>	
<b>Burial grounds and closed churchyards</b>	<b>N/A</b>	
<b>Community centres and village halls</b>	<b>N/A</b>	
<b>Parks, playing fields, recreation facilities</b>	<b>Hard copy</b>	<b>PC BW</b>
<b>Seating, litter bins, clocks, memorials, lighting</b>	<b>N/A</b>	
<b>Bus Shelters</b>	<b>Hard copy</b>	<b>PC BW</b>
<b>Markets</b>	<b>N/A</b>	
<b>Public conveniences</b>	<b>N/A</b>	
<b>Agency Agreements</b>	<b>N/A</b>	
<b>A summary of services for which the Council is entitled to recover a fee, together with those fees (eg burial fees)</b>	<b>N/A</b>	
<b>Additional information</b>		

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## **SCHEDULE OF CHARGES**

<b>Type of Charge</b>	<b>Description</b>	<b>Code</b>	<b>Basis of Charge</b>
Disbursement Cost	Photocopying @ 10p per sheet (black and white)	PC BW	Actual Cost
Disbursement Cost	Photocopying @ 15p per sheet (colour)	PC CO	Actual Cost
Postage	Posting of documents to requesting party	Post	Actual cost of Royal Mail standard 2 <sup>nd</sup> Class
Statutory Fee	In accordance with the relevant legislation		
Other			