

Information available from Walgrave Parish/Community 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	Website Hard copy – contact Clerk	Free 5p/sheet (colour 10p)
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 5p/sheet (colour 10p)
Location of main Council office and accessibility details		
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	Hard copy – contact Clerk	5p/sheet (colour 10p)
Finalised budget	Hard copy – contact Clerk	5p/sheet (colour 10p)
Precept	Hard copy – contact Clerk	5p/sheet (colour 10p)
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy – contact Clerk	5p/sheet (colour 10p)
Grants given and received	Hard copy – contact Clerk	5p/sheet (colour 10p)
List of current contracts awarded and value of contract	Hard copy – contact Clerk	5p/sheet (colour 10p)
Members' allowances and expenses	Hard copy – contact Clerk	5p/sheet (colour 10p)
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)	Website Hard copy – contact Clerk	Free 5p/sheet (colour 10p)
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)	Website Hard copy – contact Clerk	Free 5p/sheet (colour 10p)
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 5p/sheet (colour 10p)

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 5p/sheet (colour 10p)
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	5p/sheet (colour 10p)
Responses to consultation papers	Hard copy – contact Clerk	5p/sheet (colour 10p)
Responses to planning applications	Hard copy – contact Clerk	5p/sheet (colour 10p)
Bye-laws		
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 orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Available by inspection Contact Clerk	Free
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)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
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)	Available by inspection if held by Parish Council Contact Clerk	Free
Assets Register	Available by inspection Contact Clerk	Free
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	Available by inspection Contact Clerk	Free
Register of gifts and hospitality	Available by inspection Contact Clerk	Free

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>		
<p>Burial grounds and closed churchyards</p>	<p>Hard copy – contact Clerk</p>	<p>5p/sheet (colour 10p)</p>
<p>Community centres and village halls</p>		
<p>Parks, playing fields and recreational facilities</p>		
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hard copy – contact Clerk</p>	<p>5p/sheet (colour 10p)</p>
<p>Bus shelters</p>	<p>Hard copy – contact Clerk</p>	<p>5p/sheet (colour 10p)</p>
<p>Markets</p>		
<p>Public conveniences</p>		
<p>Agency agreements</p>		
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Hard copy – contact Clerk</p>	<p>5p/sheet (colour 10p)</p>
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<p>Additional Information</p>		
<p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
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**Contact details: Parish Clerk, Miss Alicia Schofield
 2 Paddocks Close, Walgrave, Northants, NN6 9XJ
 Tel. 01604 780192 Email pc@walgrave-village.co.uk**

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	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