

# Information available from Creaton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (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	Hard copy – contact clerk Website	20p per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – contact clerk Website	20p per sheet Free
Staffing structure	Hard copy – contact clerk Website	20p per sheet Free
<b>Class 2 – What we spend and how we spend it</b> (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	Hard copy – contact clerk	20p per sheet

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Finalised budget	Hard copy – contact clerk Website	20 p per sheet Free
Precept	Hard copy – contact clerk Website	20 p per sheet Free
Financial Standing Orders and Regulations	Hard copy – contact clerk Website	20 p per sheet Free
Grants given and received	Hard copy – contact clerk Website	20 p per sheet Free
List of current contracts awarded and value of contract	Hard copy – contact clerk Website	20 p per sheet Free
Members' allowances and expenses	Hard copy – contact clerk Website	20 p per sheet Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy – contact clerk	20 p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact clerk Website	20 p per sheet Free
<b>Class 4 – How we make decisions</b> (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)	Hard copy – contact clerk Website	20 p per sheet Free
Agendas of meetings (as above)	Hard copy – contact clerk Website	20 p per sheet Free

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Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk Website	20 p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk Website	20 p per sheet Free
Responses to consultation papers	Hard copy – contact clerk Website	20 p per sheet Free
Responses to planning applications	Hard copy – contact clerk Website	20 p per sheet Free
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b> (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	Hard copy – contact clerk Website Hard copy – contact clerk Website n/a Hard copy – contact clerk Website  n/a	20 p per sheet Free 20 p per sheet Free n/a 20 p per sheet Free
Policies and procedures for the provision of services and about the employment of staff:	Hard copy	20p per sheet

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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)	n/a n/a n/a n/a n/a Hard copy Website	20 p per sheet Free
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	n/a	
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>  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 – contact clerk Website	20 p per sheet 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)	Not held	Not held
Register of members' interests	Hard copy – contact clerk	20p per sheet
Register of gifts and hospitality	Hard copy – contact clerk	20p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters)	(hard copy or website; some information may	

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produced for the public and businesses)  Current information only	only be available by inspection)	
Allotments	There are none	n/a
Burial grounds and closed churchyards	Hard copy – contact clerk Website	20 p per sheet Free
Community centres and village halls	Hard copy – contact clerk Website	20 p per sheet Free
Parks, playing fields and recreational facilities	Hard copy – contact clerk Website	20 p per sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact clerk Website	20 p per sheet Free
Bus shelters	Hard copy – contact clerk Website	20 p per sheet Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact clerk Website	20 p per sheet Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>Creton Design Statement</b>	B/W Hard Copy	£6

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## Contact details: Clerk

Tel No.

Email.

## 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 @ .20.p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
Other		

\* the actual cost incurred by the public authority