

Information available from Harpole Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	<p>(hard copy and/or website) Website</p>
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
<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>(hard copy and/or website) Website</p>
Annual return form and report by auditor	Website
Finalised budget	Website
Precept	Website (for Band D)
Borrowing Approval letter	hard copy available
Financial Standing Orders and Regulations	Website
Grants given and received	Website when info supplied
List of current contracts awarded and value of contract	
Members' allowances and expenses	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	(hard copy or website)
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
Quality status	Website
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) Current Council
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website (not accompanying papers)
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Website
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	Website Website

Committee and sub-committee terms of reference	Website
Delegated authority in respect of officers	Website
Code of Conduct	Website where supplied
Policy statements	Website where appropriate
Policies and procedures for the provision of services and about the employment of staff:	Website where appropriate
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	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	(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)	
Assets Register	Website
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	Website
Allotments	Website
Burial grounds and closed churchyards	Website
Community centres and village halls	Website where information supplied
Parks, playing fields and recreational facilities	Not Applicable
Seating, litter bins, clocks, memorials and lighting	Website
Bus shelters	Website

Markets	Website
Public conveniences	Not applicable
Agency agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website in relation to allotment and cemetery charges.
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details:

Parish Clerk – Sally Willis clerk@harpole-pc.gov.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