

Information available from Old Parish Council under the model publication scheme 10 May 2016

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i>		
Who's who on the Council and its Committees	Website Hard Copy – Contact Clerk	Free 5p per sheet
Contact details for Parish Clerk and Council members	Website Hard Copy – Contact Clerk	Free 5p per sheet
Location of main Council office and accessibility details	Website Hard Copy – Contact Clerk	Free 5p per sheet
Staffing structure		
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Annual return form and report by auditor	Website Hard Copy – Contact Clerk	Free 5p per sheet
Finalised budget	Hard Copy – Contact Clerk	5p per sheet
Precept	Hard Copy – Contact Clerk	5p per sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website Hard Copy – Contact Clerk	Free 5p per sheet
Grants given and received	Hard Copy – Contact Clerk	5p per sheet
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	5p per sheet
Members' allowances and expenses	Hard Copy – Contact Clerk	5p per sheet

Class 3 – What our priorities are and how we are doing <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy – Contact Clerk	Free 5p per sheet
Quality status	Hard Copy – Contact Clerk	5p per sheet
Local charters drawn up in accordance with DCLG guidelines	Hard Copy – Contact Clerk	5p per sheet
Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Noticeboards Hard Copy – Contact Clerk	Free Free 5p per sheet
Agendas of meetings (as above)	Website Public Noticeboards Hard Copy – Contact Clerk	Free Free 5p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Parish Noticeboards Hard Copy – Contact Clerk	Free Free 5p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – Contact Clerk	5p per sheet
Responses to consultation papers	Hard Copy – Contact Clerk	5p per sheet
Responses to planning applications	Website Hard Copy – Contact Clerk	Free 5p per sheet
Bye-laws	Hard Copy – Contact Clerk	5p per sheet
Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
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	Website Hard Copies – Contact Clerk	Free 5p per sheet

Code of Conduct Policy statements		
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)	Website Hard Copies – Contact Clerk	Free 5p per sheet
Information security policy	Website Hard Copy – Contact Clerk	Free 5p per sheet
Records management policy (records retention, destruction and archive)	Website Hard Copy – Contact Clerk	Free 5p per sheet
Data protection policy	Website Hard Copy	Free 5p per sheet
Schedule of charges (for the publication of information)	Website Hard Copy – Contact Clerk	Free 5p per sheet
Class 6 – Lists and Registers <i>(Any information we are currently legally required to hold in publicly available registers)</i>		
Any publicly available register or list	Inspection at Parish Office – Contact Clerk	Free
Assets Register	Website Hard Copy – Contact Clerk	5p per sheet
Register of members’ interests	Inspection at Parish Office – Contact Clerk	Free
Register of gifts and hospitality	Inspection at Parish Office – Contact Clerk	Free
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		

Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard Copy – Contact Clerk	5p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy – Contact Clerk	5p per sheet
Bus shelters	Hard Copy – Contact Clerk	5p per sheet
Agency agreements	Hard Copy – Contact Clerk	5p per sheet
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	5p per sheet
Additional Information		

Contact details:

Alicia Schofield - Clerk to the Parish Council
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 Rectory Lane
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Email: oldparishcouncil@gmail.com Website: www.villageofold.org

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 *
	Postage	Actual cost of Royal Mail standard 2nd class