

Information available from Apuldram Parish Meeting 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>		
Who's who on the Council and its Committees	Website Hard copy – Contact Clerk	Free 20p/sheet
Contact details for Parish Clerk and Parish Meeting members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – Contact Clerk	Free 20p/sheet
Location of main Parish Meeting office and accessibility details	Website	Free
Staffing structure	Website	Free
<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>		
Annual return form and report by auditor	Website Hard copy – Contact Clerk	Free 20p/sheet
Finalised budget	Website Hard copy – Contact Clerk	Free 20p/sheet
Precept	Website Hard copy – Contact Clerk	Free 20p/sheet
Borrowing Approval letter	Website	Free

		20p/sheet
Financial Standing Orders and Regulations	Website Hard copy – Contact Clerk	Free 20p/sheet
Grants given and received	Website Hard copy – Contact Clerk	Free 20p/sheet
List of current contracts awarded and value of contract	Website Hard copy – Contact Clerk	Free 20p/sheet
Members' allowances and expenses	Website Hard copy – contact Clerk	Free 20p/sheet
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)	Website Hard copy – Contact Clerk	£2.00
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – Contact Clerk	Free 20p/sheet
Quality status		
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 Parish Meeting year as a minimum		
Timetable of meetings (Parish), any committee/sub-committee meetings and parish meetings)	Website Hard copy – Contact Clerk	Free 20p/sheet
Agendas of meetings (as above)	Website Hard copy – Contact Clerk	Free 20p/sheet
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 20p/sheet
Reports presented to the Parish Meeting meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk	20p/sheet

Responses to consultation papers	Hard copy – contact Clerk	20p/sheet
Responses to planning applications	Website Hard Copy – Contact Clerk	20p/sheet
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of Parish Meeting business:		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy – Contact Clerk	Free 20p/sheet
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 copy – Contact Clerk	Free 20p/sheet
Information security policy	Website Hard copy – Contact Clerk	Free 20p/sheet
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Free 20p/sheet
Data protection policies	Hard copy – contact clerk	20p/sheet
Schedule of charges) for the publication of information)	Website Hard copy- contact Clerk	Free 20p/sheet

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 Hard copy – Contact Clerk	Free 20p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by the Parish Meeting)	Website Hard copy – Contact Clerk	Free 20p/sheet
Register of members' interests	Website Hard copy – Contact Clerk	Free 20p/sheet
Register of gifts and hospitality	Website Hard copy – Contact Clerk	Free 20p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters	Website Hard copy – Contact Clerk	Free 20p/sheet
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the parish meeting is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information		

This will provide Parish Meetings with the opportunity to publish information that is not itemised in the lists above		
Newsletters	Website	Free

Contact details:

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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 *
	Photocopying @ 60.p 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