

Information available from Hainford Parish Council under the model publication scheme which was approved by the Parish Council at their meeting on 9th May 2012.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Notice boards / Website Parish News Hard copy from Clerk	Free Annual Fee 10p per sheet
Contact details for Parish Clerk and Council members	Notice boards / Website Parish News Hard copy from Clerk	Free Annual Fee 10p per sheet
Location of main Council office and accessibility details	Notice boards / Website Parish News Hard copy from Clerk	Free Annual Fee 10p per sheet
Staffing structure	N/A	N/A
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)		
Annual return form and report by auditor	Hard copy from Clerk	10p per sheet
Finalised budget	Hard copy from Clerk	10p per sheet
Precept	Hard copy from Clerk	10p per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website Hard copy from Clerk	Free 10p per sheet
Grants given and received	Hard copy from Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	10p per sheet
Members' allowances and expenses	Hard copy from Clerk	10p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy from Clerk	10p per sheet
Annual Report to Parish Meeting	Hard copy from Clerk Website from 2012 Parish News	10p per sheet Free Annual Fee
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice boards / Website Hard copy from Clerk Parish News	Free 10p per sheet Annual Fee
Agendas of meetings (as above)	Notice boards / Website Hard copy from Clerk (free on the evening)	Free 10p per sheet
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Notice boards / Website Hard copy from Clerk Parish News	Free 10p per sheet Annual Fee
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p per sheet
Responses to consultation papers	Hard copy form Clerk	10p per sheet
Responses to planning applications	Hard copy from Clerk	10p per sheet
Bye-laws	N/A	N/A

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Information security policy</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Records management policy (records retention, destruction and archive)</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Data protection policies</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy from Clerk Website</p>	<p>10p per sheet Free</p>

Class 6 – Lists and Registers Currently maintained lists and registers only	Some information may only be available by inspection.	
Register of Electors	Hard copy from Clerk	10p per sheet
Assets Register	Hard copy from Clerk	10p per sheet
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)	Hard copy from Clerk	10p per sheet
Register of members' interests	Hard copy from Clerk	10p per sheet
Register of gifts and hospitality	Hard copy from Clerk	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Some information may only be available by inspection.	
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Hard copy from Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	N/A	N/A
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost plus admin cover charge. Estimate on request.
	Photocopying @ 20p per sheet (colour)	Actual cost plus admin cover charge. Estimate on request.
	Postage 2 nd class	Actual cost of Royal Mail standard 2 nd class
	Envelope as necessary	Actual cost

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