

Information available from Parwich Parish Council under the 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)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard copy and/or website
Who's who on the Council and its Committees	Hard copy and/or website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and/or website
Location of main Council office and accessibility details	N/A
Staffing structure	N/A
<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>	Hard copy
Annual return form and report by auditor	By inspection
Finalised budget	By inspection
Precept	DDDC Website
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Hard copy and/or website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	

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Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and/or website
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website
Agendas of meetings (as above)	Hard copy and website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy
Bye-laws	Hard copy
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 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 and/or website
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)	Hard copy Website Website Website website

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Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	website
Information security policy (See GDPR policy)	Website
Records management policies (records retention, destruction and archive) (See GDPR policy)	Website
Data protection policies (See GDPR policy)	Website
Schedule of charges)for the publication of information)	See below
Class 6 – Lists and Registers	
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)	N/A
Assets Register	Inspection only
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
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	Hard copy
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	N/A
Public conveniences	Hard copy
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

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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	Printing @ £1.20 for the first sheet and 75p per sheet from the same document (black & white)	Actual cost *
	Printing @ £2 per sheet (colour)	Actual cost*
	Photocopying will incur travel costs at 45p per mile plus the clerk's time as recorded plus parking charges where applicable, plus photocopy at cost.	Actual cost
	Emailing of documents at clerk's recorded time.	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A

* the actual cost incurred by the public authority, which includes the clerk's time.