

Information available from Parson Drove Parish Council 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	Parson Drove Website Hard copy – contact Clerk Village notice board	Free 10p per sheet Free
Contact details for Parish Clerk and Council members	Parson Drove Website Hard copy – contact Clerk Village notice board	Free 10p per sheet Free
Location of main Council office and accessibility details	Not applicable – no Council Office	
Staffing structure	Parson Drove Website Hard copy – contact Clerk	Free 10p per sheet

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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised budget	Hard copy – contact Clerk	10p per sheet
Precept	Parson Drove Website Hard copy – contact Clerk	Free 10p per sheet
Borrowing Approval letter	Not applicable No current borrowings	
Financial Standing Orders and Regulations	Parson Drove Website Hard copy – contact Clerk	Free 10p per sheet
Grants given and received	Hard copy – contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per sheet
Members’ allowances and expenses	No allowances taken	
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)	Parson Drove Website Hard copy – contact Clerk	Free £10
Annual Report to Parish Meeting (current and previous year as a minimum)	Parson Drove Website Hard copy – contact Clerk	Free Free 1 per household
Quality status	No information held	
Local charters drawn up in accordance with DCLG guidelines	No information held	

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 meetings and parish meetings)	Parson Drove Website. Hard copy – contact Clerk Notice board	Free 10p per sheet Free
Agendas of meetings	Parson Drove Website Hard copy – contact Clerk Notice board	Free 10p per sheet Free
Minutes of meetings n.b. this will exclude information that is properly regarded as private to the meeting.	Parson Drove Website Hard copy – contact Clerk Notice board	Free 10p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p per sheet
Responses to consultation papers	Inspection in person – contact Clerk to arrange appointment.	Free
Responses to planning applications	Inspection in person contact Clerk to arrange appointment	Free
Bye-laws	Hard copy – contact Clerk Notice board	10p per sheet Free

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of council business: Procedural standing orders</p> <p>Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Parson Drove Website hard copy – contact Clerk See Standing Orders See Standing Orders Hard copy – contact Clerk Parson Drove Website and /or hard copy – contact Clerk</p>	<p>Free 10p per sheet</p> <p>10p per sheet Free 10p per sheet</p>
<p>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</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>No information held Parson Drove Website Hard copy – contact the Clerk Parson Drove Website Hard copy – contact the Clerk No information held</p> <p>Parson Drove Website and/or hard copy – contact the Clerk</p>	<p>Free 10p per sheet</p> <p>Free 10p per sheet</p> <p>Free 10p per sheet</p>
<p>Information security policy</p>	<p>No information held</p>	

Records management policies (records retention, destruction and archive)	Hard copy – contact the Clerk	10p per sheet
Data protection policies	Hard copy – contact the Clerk	10p per sheet
Schedule of charges (for the publication of information)	Parson Drove Website Hard copy – contact the Clerk	Free 10p per sheet
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)	Inspection in person – contact the Clerk for an appointment.	
Assets Register	Parson Drove Website Hard copy – contact the Clerk	Free 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)	No information held	
Register of members' interests	Inspection in person – contact the Clerk for an appointment	Free
Register of gifts and hospitality	Inspection in person – contact the Clerk for an appointment	Free

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	Hard copy – contact the Clerk	10p per sheet
Burial grounds and closed churchyards	N/A - No information held	
Community centres and village halls	Parson Drove Website Hard copy – contact the Clerk	Free 10p per sheet
Parks, playing fields and recreational facilities	Parson Drove Website Hard copy – contact the Clerk	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Parson Drove Website Hard copy – contact the Clerk	Free 10p per sheet
Bus shelters	Parson Drove Website Hard copy – contact the Clerk	Free 10p per sheet
Markets	N/A - No information held	
Public conveniences	N/A – No information held	
Agency agreements	No information held	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A – No information held	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Quarterly Newsletters	Parson Drove Website Hard copy – contact the Clerk	Free Free 1 per household

Contact details: Mrs Yvonne Reader

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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 @10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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