

Information available from Calbourne Parish Council under the model publication scheme

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) This will be current information only	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Parish Notice Board Hard copy from Clerk	Free Free 10p + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Notice Board Hard copy from Clerk	Free Free 10p + postage
Location of main Council office and accessibility details Calbourne Parish Council has no office. The Clerk works from home	Website Town Notice Board	Free Free
Staffing structure	None/Not available	N/A
Class 2 – What we spend and how we spend it (Financial Information - Current and previous financial year)	How the information can be obtained	Cost
Annual return form and report by auditor	Noticeboard at audit Hard Copy from Clerk	Free 10p per sheet+ postage
Finalised budget	Website Hard Copy from Clerk	Free 10p per sheet+ postage
Precept (In Minutes & Accounts)	Website Hard Copy from Clerk	Free 10p per sheet+ postage
Borrowing Approval letter	Hard Copy from Clerk	10p per sheet+ postage

Financial Standing Orders and Regulations	Hard Copy from Clerk	10p per sheet+ postage
Grants given and received	Minutes on Website Hard Copy from Clerk	Free 10p per sheet+ postage
List of current contracts awarded	Hard Copy from Clerk	10p per sheet+ postage
Members' allowances and expenses	Hard Copy from Clerk	10p per sheet+ Postage
Class 3 – What are our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Parish Plan		N/A
Chairman's report to Annual Parish Meeting	Website Hard Copy from Clerk	Free 10p per sheet+ postage
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	No Charters/Not available	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and town meetings)	Website	Free
Agendas of meetings (as above)	Noticeboard Website Hard Copy from Clerk	Free Free 10p per sheet+ postage
Minutes of meetings	Website Hard Copy from Clerk	Free 10p per sheet+ postage
Reports presented to council meetings (current meeting only)	Hard Copy from Clerk	10p per sheet+ postage
Responses to consultation papers (current meeting only)	Hard Copy from Clerk	10p per sheet+ postage
Responses to planning applications	Hard Copy from Clerk	10p per sheet+ postage
Bye-laws	None/Not available	N/A

Class 5 – Our policies and procedures Current information only	Information Source	Costs
Financial Regulations and Standing Orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Other Policy statements	Hard Copy from Clerk} N/A Financial Regs/Standing Orders Hard Copy from Clerk Hard Copy from Clerk	10p per sheet+ Postage See above 10p per sheet+ Postage See above
Policies and Procedures for the provision of services and staff. Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures	None/Not available None/Not available Hard Copy from Clerk N/A None/Not available Hard Copy from Clerk	N/A N/A 10p per sheet+ Postage N/A N/A 10p per sheet+ Postage
Information security policy	None/Not available	N/A
Records management policies (records retention, destruction and archive)	None/Not available	N/A
Data protection policies	None/Not available	N/A
Schedule of charges)for the publication of information)	None/Not available	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only	Information Source	Cost
Any publicly available register or list	None/Not available	N/A
Assets Register	Viewing only(Clerk)	Free
Disclosure log	None/Not available	N/A
Register of members' interests	Viewing only(Clerk) or IW Council	Free
Register of gifts and hospitality	Viewing only(Clerk) or IW Council	Free
Class 7 – The services we offer Current information only	Information Source	Cost
Allotments	None/Not available	N/A
Burial grounds and closed churchyards	Website	

Seating and lighting	Assets Register (viewing only)	Free
Bus shelters	None/Not available	N/A
Markets	None/Not available	N/A
Public conveniences	None/Not available	N/A
Agency agreements	None/Not available	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None/Not available	N/A

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	N/A

Contact details:

Publication scheme adopted by Calbourne Parish Council 6th June 2016