Information available from Kelfield Parish Council under thse Model Publication Scheme (as revised March 2014)

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* N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard copy Notice board Web site email	50p/pp Nil Nil Nil
Who's who on the Council and its Committees	Notice board/web	Nil
Contact details for Parish Clerk and Council members (where possible with telephone number)	Notice board/web	Nil
Location of main Council office and accessibility details	Notice board/web	Nil
Staffing structure		
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*	Hard copy Email Some information may only be viewable by inspection	50p/pp Nil Nil
Annual return form and report by auditor	Hard copy	50p/pp

	notice board/email	Nil
Finalised budget	Hard copy Email	50p/pp Nil
Precept	Ditto	Ditto
Borrowing Approval letter	Ditto	Ditto
Financial Standing Orders and Regulations	Ditto	Ditto
Grants given and received	Ditto	Ditto
List of current contracts awarded and value of contract	Ditto	Ditto
Members' allowances and expenses	Ditto	Ditto
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)~~		
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy email	50p/pp Nil
~~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 council year as a minimum*		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Web site	50p/pp Nil

	Notice board	
Agendas of meetings (as above)	Notice board/web site	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Web site	50p/pp Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy email	50p/pp Nil
~~Responses to consultation papers~~		
Responses to planning applications	Hard copy email	50p/pp Nil
Bye-laws (if any)	Web site	Nil
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy Web site	50p/pp Nil
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference (where relevant) Delegated authority in respect of officers Code of Conduct Policy statements	 Web site Email Email Web site/email Email	 Nil Nil Nil Nil Nil
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)	Email Web site/email/hard copy	Nil Nil
Information security policy	email	
Records management policies (records retention, destruction and archive)	email	
Data protection policies	email	
Schedule of charges) for the publication of information)	Web site/email	Nil
Class 6 – Lists and Registers *Currently maintained lists and registers only*	(hard copy; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy email	50p/pp Nil
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)		
Register of members' interests	Web site/email	Nil
Register of gifts and hospitality	N/a	

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; some information may only be available by inspection)	
Allotments	Web site	Nil
~~Burial grounds and closed churchyards~~		
~~Community centres and village halls~~		
Parks, playing fields and recreational facilities	Email Hard copy	Nil 50p/pp
Seating, litter bins, clocks, memorials and lighting	Email Hard copy	Nil 50p/pp
~~Bus shelters~~		
~~Markets~~		
~~Public conveniences~~		
~~Agency agreements~~		
~~A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)~~		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

CONTACT DETAILS:

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Riccall
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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	Hard copy Photocopying/Printing @ 50p per sheet	No inhouse p/copier available Scan and print documents Print edocuments etc Stationery costs
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	£25 per hour (maximum 18 hours)	In accordance with the relevant legislation (The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004)
Other		