

Information available from Rowley 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)		
Who's who on the Council and its Committees	Website Hard Copy – Contact Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members	Website Hard Copy–Contact Clerk	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard Copy-Contact Clerk	Free 10p per Sheet
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)		
Annual return form and report by auditor	Hard Copy-Contact Clerk	10p per sheet
Finalised budget	Hard Copy-Contact Clerk	10p per sheet
Precept	Hard Copy-Contact Clerk	10p per sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard Copy-Contact Clerk	10p per Sheet
Grants given and received	Hard Copy-Contact Clerk	10p per Sheet
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	

Parish Plan		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy-Contact Clerk	10p per Sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
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)	Website Hard Copy – Contact Clerk	Free 10p per Sheet
Agendas of meetings (as above)	Website Noticeboards Hard Copy-Contact Clerk	Free Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Post Office/Village Hall Hard Copy-Contact Clerk	Free Free 10p per Sheet
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	Hard Copy-Contact Clerk	10p per Sheet
Responses to planning applications	Hard Copy-Contact Clerk	10p per Sheet
Bye-laws	Contact the Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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-Contact Clerk Hard Copy-Contact Clerk Hard Copy-Contact Clerk Hard Copy-Contact Clerk	10p per Sheet 10p per Sheet 10p per Sheet 10p per Sheet

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Hard Copy-Contact Clerk	10p per sheet
Equality and diversity policy	Hard Copy-Contact Clerk	10p per sheet
Health and safety policy		
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information	Hard Copy-Contact Clerk	10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy-Contact Clerk	10p per sheet
Information security policy		10p per sheet
Records management policies (records retention, destruction and archive)	Hard Copy-Contact Clerk	10p per Sheet
Data protection policies	Hard Copy-Contact Clerk	10p per sheet
Schedule of charges)for the publication of information)	Hard Copy-Contact Clerk	10p per Sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	By Inspection – Contact Clerk	
Assets Register	By Inspection-Contact Clerk	
Disclosure log		
Register of members' interests	By Inspection – Contact Clerk	
Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	By Inspection-Contact Clerk	

Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Hard Copy-Contact Clerk	10p per Sheet
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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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 10p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority