

Information available from Netherbury 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)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Who's who on the Council (and its Committees)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
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)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Finalised budget	Hard copy from Parish Clerk	10p per

	and website	sheet for paper copy, free website
Precept	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Grants given and received	N/A	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Parish Plan	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
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)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Agendas of meetings (as above)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Minutes of meetings (as above)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from Parish Clerk	10p per sheet for paper copy
Responses to consultation papers	N/A	
Responses to planning applications	WDDC website	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Policies and procedures for the conduct of council business	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy	N/A	

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)		
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)		10p per sheet for paper copy, free website
Class 6 – Lists and Registers Currently maintained lists and registers only	N/A	
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	Hard copy from Parish Clerk and website	10p per sheet for paper copy, free website
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)	N/A	
Register of members' interests	Parish website	
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)	N/A	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	

Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Seating x3, Netherbury	
Bus shelters	Bus shelter, Netherbury	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

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 *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority