



COUNTESTHORPE PARISH COUNCIL

Information available under the model publication scheme

Where information is available via the website this information will also be available as a hard copy; please contact the Parish Office. There will be a charge of 20p per sheet.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees/Working Parties	Website Village Hall Notice Board	Free Free
Contact details for Parish Council Manager to the Council and Council members (named contacts where possible with telephone number and email address (if used))	Website Village Hall Notice Board	Free Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
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	Website	Free
Finalised budget	Website	Free
Budget Summary Published with Council Tax Demands	Hard copy is distributed with Council Tax Demand to all households	Free
Precept	Hard copy – contact the Parish Office	20p per sheet
Financial Regulations	Website	Free

Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
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)		
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	n/a	
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)	Website Village Hall Notice boards	Free Free
Agendas of meetings (as above)	Website Parish Council Notice Boards	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact the Parish Office	20p per sheet
Responses to consultation papers	Hard copy – contact the Parish Office	20p per sheet
Responses to planning applications	Website (Minutes) Planning Authority website	Free Free
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Committee and sub-committee terms of reference Code of Conduct Policy statements – Health & Safety at Work Policy Statement and Anti-bribery Statement	Website Website Website	Free Free Free

<p>Health and safety policy Job Descriptions Terms of Employment Data Protection Scheme (Registration No. Z6872480)</p> <p>Data Protection Policy Data Breach Policy General Privacy Notice Subject Access Policy CCTV Policy and Procedure</p> <p>Delegate authority in respect of officers Filming and Recording at Public Meetings Safeguarding Adults Policy and Procedure Children's Safeguarding Policy and Procedures Volunteer Recruitment Policy Disclosure & Baring Policy</p>	<p>Hard copy – contact the Parish Office Hard copy – contact the Parish Office Hard copy – contact the Parish Office Hard copy – contact the Parish Office Available at www.ico.org.uk Website Website Website Website Website Website Website Website Website Website Website Website</p>	<p>20p per sheet 20p per sheet 20p per sheet 20p per sheet Free Free Free Free Free Free Free Free Free Free Free Free</p>
<p>Policies and procedures about the employment of staff</p>	<p>All policies are contained in the staff handbook, available on website</p>	<p>Free</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>Website Website</p>	<p>Free Free</p>

Records management policies (records retention, destruction and archive)	Hard copy – contact the Parish Office	20p per sheet
Schedule of charges (for the publication of information)	In accordance with the relevant legislation (Freedom of Information Act 2000)	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Parish Council Expenditure	Website	Free
Assets Register	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Documents available for inspection at Parish Office	Free
Disclosure log	Documents available for inspection at Parish Office	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		
Burial ground and closed churchyard	Hard copy – contact the Parish Office	20p per sheet
Village hall	Website	Free
Parks, playing fields and recreational facilities	Hard copy – contact the Parish Office	20p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact the Parish Office	20p per sheet
Bus Shelters	Hard copy – contact the Parish Office	20p per sheet
Agency agreements	Hard copy – contact the Parish Office	20p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees and Village Hall Hire charges)	Website	Free

Contact details:

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying	20p per sheet (black & white)
	Postage	Actual cost
Supply Information not listed in publication scheme		In accordance with the relevant legislation (Freedom of Information Act 2000)

Signed: _____

Dated: _____

Review date: _____