

Information available from Chelveston-cum-Caldecott 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) <i>This will be current information only</i>	<i>(hard copy and/or website)</i>	
Who's who on the Council and its Committees	Website Hardcopy Bi-monthly newsletter	Free 10p / sheet Delivered free to residents
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hardcopy Bi-monthly newsletter	Free 10p / sheet Delivered free to residents
Location of main Council office and accessibility details		
Staffing structure	Website Hardcopy Bi-monthly newsletter	Free 10p / sheet Delivered free to residents
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) <i>Current and previous financial year as a minimum</i>	<i>(hard copy and/or website)</i>	
Annual return form and report by auditor	Hardcopy	10p / sheet
Finalised budget	Website (minutes) Hardcopy	Free 10p / sheet
Precept	Website (minutes) Hardcopy	Free 10p / sheet

Borrowing Approval letter		
Financial Standing Orders and Regulations	Website Hardcopy	Free 10p / sheet
Grants given and received	Website (minutes) Hardcopy	Free 10p / sheet
List of current contracts awarded and value of contract	Website (minutes) Hardcopy	Free 10p / sheet
Members' allowances and expenses	Website (minutes) Hardcopy	Free 10p / sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	<i>(hard copy or website)</i>	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hardcopy AGM newsletter	Free 10p / sheet Delivered free to residents
Quality status	Website Hardcopy	Free 10p / sheet
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>	<i>(hard copy or website)</i>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hardcopy	Free 10p / sheet
Agendas of meetings (as above)	Website Hardcopy	Free 10p / sheet
Minutes of meetings (as above) – <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Website Hardcopy	Free 10p / sheet
Reports presented to council meetings - <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Hardcopy	10p / sheet

Responses to consultation papers	Hardcopy	10p / sheet
Responses to planning applications	ENC Planning Website Hardcopy	Free 10p / sheet
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>	<i>(hard copy or website)</i>	
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	Website (either as individual documents or within the minutes) Hardcopy	Free 10p / sheet
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)	Website (either as individual documents or within the minutes) Hardcopy	Free 10p / sheet
Information security policy See <i>Data Protection</i>		
Records management policies (records retention, destruction and archive)	Hardcopy	10p / sheet
Data Protection policies	Website Hardcopy	Free 10p / sheet
Schedule of charges (for the publication of information)	Website Hardcopy	Free 10p / sheet

Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>	<i>(hard copy or website; some information may only be available by inspection)</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Inspection Hardcopy	Free 10p / sheet
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	Inspection	Free
Register of gifts and hospitality	Inspection	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	<i>(hard copy or website; some information may only be available by inspection)</i>	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Website Hardcopy	Free 10p / 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		
Village Appraisals	Website Hardcopy	Free 10p / sheet

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority