

Information available from Pillerton Hersey Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 – Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)                      This will be current information only.</p>	Website Hard copy	Free
Who’s who on the Council and its Committees	Website Noticeboard Community publication where relevant	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard Community publication where relevant	Free
Location of main Council office and accessibility details	Website Noticeboard Community publication where relevant	Free
Staffing structure	Website Hard copy	Free
<p><b>Class 2 – What we spend and how we spend it</b>                      (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)                      Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free

Information to be published	How the information can be obtained	Cost
Financial Standing Orders and Regulations	Website	Free
Annual financial report	Website Hard copy	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	Free
Members' allowances and expenses	Website	Free
Annual reports	Website Hard copy	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hardcopy	Free
Local charters drawn up in accordance with DCLG guidelines	Website	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free

Information to be published	How the information can be obtained	Cost
Agendas of meetings (as above)	Website Notice board and hard copy	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Website Hard copy	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy</p>	Website Hard copy	Free

Information to be published	How the information can be obtained	Cost
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	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; 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)	By appointment only	Free
Assets register	Hard copy	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
The village green		

Information to be published	How the information can be obtained	Cost
Seating, dog waste and sand for flood defences		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

For further information, including hard copy documents, please contact:

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 Clerk to Pillerton Hersey Parish Council  
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 Bishops Itchington  
 Southam  
 CV47 2QW

Email: [clerk.pillertonherseypc@outlook.com](mailto:clerk.pillertonherseypc@outlook.com)

## 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
<b>Disbursement cost</b>	Photocopying @ 10 p per sheet (black & white)	Actual cost *
	Photocopying @ 20 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority