

Information available from Sandiacre Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website</p> <p>Hard copy – Contact the Clerk</p>	<p>Free</p> <p>10p per A4 sheet</p>
Who's who on the Council and its Committees	Website / Hard copy	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Hard copy	As Above
Location of main Council office and accessibility details	Website / Hard copy	As above
Staffing structure	Hard copy	As above
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p> <p>Hard copy – Contact the Clerk</p>	<p>Free</p> <p>10p per A4 sheet</p>
Annual return form and report by auditor	Hard copy	As above
Finalised budget	Hard copy	As above
Precept	Hard copy	As above

Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy	As above
Grants given and received	Hard copy	As above
List of current contracts awarded and value of contract	Hard copy	As above
Members' allowances and expenses	Hard copy	As above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website	Free
	Hard copy – Contact the Clerk	10p per A4 sheet
Parish Plan		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	As above
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	Website	Free
Current and previous council year as a minimum	Hard copy – Contact the Clerk	10p per A4 sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Hard copy	As above
Agendas of meetings (as above)	Website / Hard copy	As above
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy	As above
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy	As above
Responses to consultation papers	Website / Hard copy	As above
Responses to planning applications	Website / Hard copy	As above

Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website Hard copy – Contact the Clerk	Free 10p per A4 sheet
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	As above
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)	Hard copy	As above
Information security policy	Hard copy	As above
Records management policies (records retention, destruction and archive)	Hard copy	As above
Data protection policies	Hard copy	As above
Schedule of charges (for the publication of information)	Website / Hard copy	As above

Class 6 – Lists and Registers	Website	Free
Currently maintained lists and registers only	Hard copy – Contact the Clerk	10p per A4 sheet
	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)	Hard copy	As above
Assets Register	Hard copy	As above
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	Hard copy	As above
Register of gifts and hospitality	Hard copy	As above
Class 7 – The services we offer	Website	Free
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy – Contact the Clerk	10p per A4 sheet
Current information only	Some information may only be available by inspection	
Allotments		
Burial grounds and closed churchyards	Hard copy Inspection	As above
Community centres and village halls	Hard copy	As above
Parks, playing fields and recreational facilities	Hard copy	As above
Seating, litter bins, clocks, memorials and lighting	Hard copy	As above
Bus shelters		
Markets		
Public conveniences		
Agency agreements	Hard copy	As above

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	As above
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Upon request by hard copy	As 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
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information request	An additional charge may be made if the cost to the Parish Council for retrieval and collation is considered unreasonable	