

## Information available from Swilland & Witnessham Grouped Parish 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)</p> <p>This will be current information only</p>	(hard copy and/or website)	below
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
<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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	below
Annual return form and report by auditor		

Finalised budget information		
Precept		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	below
Annual Report to Parish Meeting (current and previous year as a minimum)		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	below
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly		

regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws (if any)		
<b>Class 5 – Our policies and procedures</b> (Any current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	below
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		
Policies and procedures for the provision of services and about the employment of staff (if any) Health and safety policy Policies and procedures for handling requests for information		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)		

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>below</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets Register</p>		
<p>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)</p>		
<p>Register of members' interests</p>		
<p>Register of gifts and hospitality</p>		
<p><b>Class 7 – The services we offer</b> (Information about the services we offer) Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>Below</p>
<p>Allotments</p>		
<p>Village hall</p>		
<p>Playing fields and recreational facilities</p>		
<p>Seating, litter bins, and lighting</p>		
<p>Bus shelters</p>		
<p>)</p>		

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>n/a</b>		

**Contact details: Mrs EJ Cotton Clerk 01473785355**

#### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p 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
<b>Other</b>		

\* the actual cost incurred by the public authority