**Croft Parish Council**

**Information available under the model publication scheme**

**Website:www.croftparishcouncil.org.uk**

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do** | (hard copy and/or website) |  |
| Who’s who on the Council and its Committees | Website  Hard Copy – Contact Clerk | Free  Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website  Hard Copy – Contact Clerk | Free  Free |
| Location of main Council office and accessibility details  Please note that the Parish Council operates from a PRIVATE RESIDENCE | Website  Hard Copy – Contact Clerk | Free  Free |
| Staffing structure – (The Parish Council only employs one employee) | Not Applicable |  |
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| **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 | (hard copy and/or website) |  |
| Annual return form and report by auditor | Hard Copy – Contact Clerk | £1.00+  postage |
| Finalised budget | Website  Hard Copy – Contact Clerk | Free  10p/  sheet |
| Precept | Hard Copy – Contact Clerk | 10p/ sheet |
| Borrowing Approval letter | Not Applicable |  |
| Financial Standing Orders and Regulations | Website  Hard Copy – Contact Clerk | Free  10p/  sheet |
| Grants given and received | Website (Minutes)  Hard Copy – Contact Clerk | Free  10p/  sheet |
| List of current contracts awarded and value of contract | Website (Minutes)  Hard Copy – Contact Clerk | Free  10p/  sheet |
| Members’ allowances and expenses | Website (Minutes)  Hard Copy – Contact Clerk | Free  10p/  sheet |
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| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) |  |
| Parish Plan (current and previous year as a minimum) | Website  Hard Copy Contact Clerk | Free  10p/  sheet |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website  Hard Copy Contact Clerk | Free  10p/  sheet |
| Quality status | Not Applicable |  |
| Local charters drawn up in accordance with DCLG guidelines | Not Applicable |  |
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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | (hard copy or website) |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website (May Meeting)  Parish Council Noticeboards  Hard Copy – Contact Clerk | Free  10p/  sheet |
| Agendas of meetings (as above) | Website  Parish Council Noticeboards  Hard Copy – Contact Clerk | Free  10p/  sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website  Hard Copy – Contact Clerk | Free  10p/  sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy – Contact Clerk | 10p/  sheet |
| Responses to consultation papers | Website (Minutes)  Hard Copy Contact Clerk | Free  10p/  sheet |
| Responses to planning applications | Website (Minutes)  Hard Copy – Contact Clerk | Free  10p/  sheet |
| Bye-laws | Not Applicable |  |
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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | (hard copy or website) |  |
| 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  Hard Copy – Contact Clerk | 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  Hard Copy – Contact Clerk | Free  10p/  sheet |
| Information security policy | n/a |  |
| Records management policies (records retention, destruction and archive) | n/a |  |
| Data protection policies | n/a |  |
| Schedule of charges for the publication of information) | Website  Hard Copy – Contact Clerk |  |
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| **Class 6 – Lists and Registers**  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) | Not Applicable |  |
| Assets Register | Hard Copy – Contact Clerk | 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) | Not Applicable |  |
| Register of members’ interests | Website (Minutes)  Hard Copy – Contact Clerk | Free  10p/  sheet |
| Register of gifts and hospitality | Hard Copy – Contact Clerk | 10p/  sheet |
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| **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 | (hard copy or website; some information may only be available by inspection) |  |
| Allotments | Website | Free |
| Burial grounds and (closed churchyards) | Website | Free |
| Community centres and village halls | Not Applicable |  |
| Parks, playing fields and recreational facilities | Website | Free |
| Seating, litter bins, (clocks), *war* memorials and *street* lighting | Website | Free |
| Bus shelters | Not Applicable |  |
| Markets | Not Applicable |  |
| Public conveniences | Not Applicable |  |
| Agency agreements | Not Applicable |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Website | Free |
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| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
| **NONE** |  |  |
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**Contact details:**

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**Website:** [**www.croftparishcouncil.org.uk**](http://www.croftparishcouncil.org.uk/)

SCHEDULE OF CHARGES

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

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ ..10p per sheet (black & white) | Actual cost \* 7p plus travel costs |
|  | Photocopying (colour)  Not available | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |

\* the actual cost incurred by the public authority