

INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME

CLASS 1 Who are we and what do we do (organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained	Cost
Who's who on the Council	Website Hard Copy	10p/sheet
Contact details for Parish Clerk and Council Members named contacts where possible with telephone number and email address	Website Hard Copy	10p/sheet

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)

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Hard Copy	10p/sheet
Finalised budget	Hard Copy	10p/sheet
Precept	Hard Copy	10p/sheet
Borrowing Approval Letter	n/a	
Financial Standing Orders and Regulations	Hard Copy	10p/sheet
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Members' allowances and expenses	n/a	10p/sheet

CLASS 3 What our priorities are and how we are doing(strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Parish Plan (current and previous year as a minimum)	n/a	10p/sheet
Contact details for Town Clerk and Council Members named contacts where possible with telephone number and email address	Hard Copy	10p/sheet
Quality Status	n/a	
Local Charters drawn up in accordance with DCLG guidelines	n/a	

CLASS 4 How we make decisions (decision making processes and records of decisions)

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub committee meetings and Annual Parish Meeting)	Website Hard Copy	10p/sheet
Agendas of meetings (as above)	Website Hard Copy Email	10p/sheet* *free at meeting
Minutes of meetings (as above) - Note this will exclude information that is properly provided as private to the meeting	Website Hard Copy	10p/sheet
Reports presented to Council meetings - Note this will exclude information that is properly provided as private to the meeting	Hard Copy	10p/sheet
Responses to consultation papers	Hard Copy	10p/sheet
Responses to planning applications	Hard Copy	10p/sheet
Bylaws	n/a	10p/sheet

Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of Council business	Hard Copy	10p/sheet
Procedural standing orders	Hard Copy	10p/sheet
Committee and sub committee terms of reference	n/a	10p/sheet
Delegated authority in respect of officers	Hard Copy	10p/sheet
Codes of Conduct	Hard Copy	10p/sheet
Policy Statements	Hard Copy	10p/sheet
Policies and Procedures for the provision of services and about employment of staff	Hard Copy	10p/sheet
Internal policies relating to the delivery of services	Hard Copy	10p/sheet
Equality and Diversity Policy	Hard Copy	10p/sheet
Health and Safety Policy	Hard Copy	10p/sheet
Recruitment Polices including current vacancies	Hard Copy	10p/sheet

Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Cost
Policies and procedures for handling requests for information	Hard Copy	10p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	10p/sheet
Information security policy	Hard Copy	10p/sheet
Records management policy (records retention, destruction and archive)	Hard Copy	10p/sheet
Data Protection policies	Hard Copy	10p/sheet
Schedule of charges (for the publication of information)	Hard Copy	10p/sheet

CLASS 6 Lists and Registers Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing provisions will suffice)	n/a	10p/sheet
Assets register	Hard Copy	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)	Hard Copy	10p/sheet
Register of members' interests	Hard Copy	10p/sheet
Register of gifts and hospitality	Hard Copy	10p/sheet

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)

Information to be published	How the information can be obtained	Cost
Allotments	n/a	10p/sheet
Burial grounds and closed churchyards	n/a	10p/sheet

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)

Information to be published	How the information can be obtained	Cost
Community centres and village halls	n/a	Free (by appointment) 10p/sheet
Parks, playing fields and recreational facilities	Hard Copy Inspection if applicable	Free (by appointment) 10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy Inspection if applicable	Free (by appointment) 10p/sheet
Bus shelters	n/a	Free (by appointment)
Markets	n/a	10p/sheet
Public conveniences	n/a	10p/sheet
Agency agreements	n/a	10p/sheet
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	10p/sheet

Contact Details. To obtain hard copies please contact the Parish Clerk via e-mail:

clerk@haughtonpc-staffs.org.uk

Information available on the Council's website can be viewed at: <https://haughtonpc-staffs.org.uk>

Schedule of Charges

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet black and white	Actual cost
	Photocopying @ 25p per sheet colour	
	Postage and Packing	10p/sheet

Information can also be inspected by appointment. Such inspection is free of charge unless any fees or undue expenditure are incurred by the Council, which will be charged at cost.