

## Information available from Stanwick 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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
<p>Who's who on the Council <del>and its Committees</del></p>	<p>Website Contact Clerk</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Clerk</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website Clerk</p>	<p>Free</p>
<p><del>Staffing structure</del></p>		
<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</p>	<p>Hard copy – Contact clerk</p>	<p>10p per sheet</p>

Annual return form and report by auditor	Hard copy – contact Clerk Posted on notice board after audit.	10p per sheet
Finalised budget <i>shown council minutes for November meeting</i>	As Minutes below	
Precept <i>shown council minutes for November meeting</i>	As Minutes below	
Borrowing Approval letter	Hard copy – contact Clerk	10p per sheet
Financial Standing Orders and Regulations	Hard copy – contact Clerk Website	10p per sheet
Grants given and received_ <i>Shown in Council Minutes</i>	As Minutes below	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	Clerk	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year )	Hard copy – contact Clerk  Website	Free  Free
Annual Report to Parish Meeting (current and previous year)	Hard copy – contact Clerk  Website	10p per sheet  Free
<a href="#"><u>Quality status-</u></a>		
<a href="#"><u>Local charters drawn up in accordance with DCLG guidelines-</u></a>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	As Minutes below	

Current and previous council year <i>shown in Council Minutes</i>		
Timetable of meetings (Council, <del>any committee/sub-committee meetings</del> and parish meetings)	Hard copy – contact Clerk	Free
	Website	Free
	Parish notice board for ad hoc planning meetings	Free
Agendas of meetings (as above)	Hard copy – contact Clerk	Free
	Website	Free
	Parish notice board for ad hoc planning meetings	Free
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p per sheet
	Website	Free
	Raunds library – view only	Free
	Stanwick Village Hall– view only	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. <i>These will be part of the Minutes</i>	See Minutes above	
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet
Responses to planning applications <i>These will be part of the Minutes</i>	Hard copy – contact Clerk	10p per sheet

	Will be shown on East Northamptonshire Council website planning portal.	free
<a href="#">Bye-laws</a>		
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Contact Clerk	
Policies and procedures for the conduct of council business:  Procedural standing orders  <a href="#">Committee and sub-committee terms of reference</a>  Delegated authority in respect of officers; <i>Shown in Minutes</i>  Code of Conduct  Policy statements	Hard copy – contact Clerk Website  See Minutes above  Hard copy – contact Clerk Website  Contact Clerk	10p per sheet Free  10p per sheet Free  10p per sheet
Policies and procedures for the provision of services and about the employment of staff:		

<p><a href="#">Internal policies relating to the delivery of services_</a>  Equality and diversity policy  <a href="#">Health and safety policy_</a>  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)</p>	<p>For all:  Hard copy – contact Clerk   Website</p>	<p>10p per sheet   Free</p>
<p>Information security policy</p>	<p>Hard copy- contact Clerk   website</p>	<p>10p per sheet   Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy- contact Clerk   website</p>	<p>10p per sheet   Free</p>
<p>Data protection policies</p>	<p>Hard copy- contact Clerk   website</p>	<p>10p per sheet   Free</p>
<p>Schedule of charges (for the publication of information) see below</p>	<p>Hard copy- contact Clerk   website</p>	<p>10p per sheet   Free</p>
<p><b>Class 6 – Lists and Registers</b>   Currently maintained lists and registers only</p>	<p>( some information may only be available by inspection)</p>	

Any publicly available register - electoral roll	Contact clerk – available to view only	
Assets Register	Contact Clerk	
<a href="#">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)</a>		
Register of members' interests	Published on East Northamptonshire Council website	Free
Register of gifts and hospitality	Contact Clerk	10p per sheet
<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		
<a href="#">Allotments</a>		
Burial grounds <a href="#">and closed churchyards</a> <i>View only</i>	Hard copy – contact Clerk	
<a href="#">Community centres and village halls</a>		
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins, <a href="#">clocks</a> , memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
<a href="#">Markets</a>		
<a href="#">Public conveniences</a>		

Agency agreements	Hard copy – contact Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Clerk Website	10p per sheet free
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Website: [www.stanwickparishcouncil.org.uk](http://www.stanwickparishcouncil.org.uk)

#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white) plus VAT	Actual cost *
	Photocopying @ .15.p per sheet (colour) plus VAT	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>		

Please note that the Parish Council does not have photocopying facilities and purchases this service from Raunds Town Council.

\* the actual cost incurred by the public authority