

Information available from Stanwick 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council -	Website Contact Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Clerk	Free
Location of main Council office and accessibility details	Website Clerk	Free
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<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</p>		
Annual return form and report by auditor	Hard copy – contact Clerk Posted on notice board after audit. Website	10p per sheet
Finalised budget <i>shown council minutes (usually) for November meeting</i>	As Minutes below	
Precept <i>shown council minutes (usually) for November meeting</i>	As Minutes below	
Borrowing Approval letter	Hard copy – contact Clerk	10p per sheet

Information to be published	How the information can be obtained	Cost
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	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current)	Hard copy – contact Clerk	Free
	Website	Free
Annual Report to Parish Meeting (current and previous year)	Hard copy – contact Clerk	10p per sheet
	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council 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

Information to be published	How the information can be obtained	Cost
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website Raunds library – view only Stanwick Village Hall– view only	10p per sheet Free Free Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. <i>Verbal reports will be part of the Minutes</i>	Website (in the agenda section)	Free
Responses to consultation papers NB Consultation responses are generally given via an online form and a copy is not available for retention	Hard copy – contact Clerk, unless completed on line	10p per sheet
Responses to planning applications <i>These will be part of the Minutes</i>	Hard copy – contact Clerk Will be shown on East Northamptonshire Council website planning portal.	10p per sheet free
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business: Procedural standing orders Policy statements <i>There is a section of the website dedicated to policies</i> Delegated authority in respect of officers; <i>Shown in Minutes</i> Code of Conduct	Hard copy – contact Clerk/website See Minutes above Hard copy – contact Clerk/website	10p per sheet sheet Free Free

Information to be published	How the information can be obtained	Cost
Policies and procedures for the provision of services and about the employment of staff: - Equality and diversity policy Personnel policies 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)	For all: Hard copy – contact Clerk Website	10p per sheet Free
Information security policy	Hard copy- contact Clerk Website	10p per sheet Free
Records management policies (records retention, destruction and archive)	Hard copy- contact Clerk Website	10p per sheet Free
Data protection policies	Hard copy- contact Clerk website	10p per sheet Free
Schedule of charges (for the publication of information) see below	Hard copy- contact Clerk website	10p per sheet Free

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Class 6 – Lists and Registers		
Currently maintained lists and registers only (Some information may only be available by inspection)		
Any publicly available register - electoral roll	Contact clerk – available to view only	
Assets Register	Contact Clerk	
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Register of members' interests	Published on East Northamptonshire Council website	Free
Register of gifts and hospitality	Contact Clerk	
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		
Allotments	Contact Clerk	
Burial grounds - <i>View only</i>	Hard copy – contact Clerk	
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins, memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
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

Additional Information

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

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority