

Information available from Harlton Parish/Community 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>	<p>hard copy* and/or website *hard copy supplied by the clerk</p>	<p>FOC* *Free of charge up to 5 copies</p>
<p>Who's who on the Council and its Committees</p>	<p>hard copy and/or website</p>	<p>FOC</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>hard copy and/or website</p>	<p>FOC</p>
<p>Location of main Council office and accessibility details</p>	<p>hard copy and/or website</p>	<p>FOC</p>
<p>Staffing structure</p>		
<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 as a minimum</p>	<p>hard copy and/or website</p>	<p>FOC</p>

Annual return form and report by auditor	hard copy	FOC
Finalised budget	hard copy	FOC
Precept	hard copy and/website	FOC
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	hard copy	FOC
Grants given and received	hard copy	FOC
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	hard copy if applicable	FOC
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy	FOC
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy	FOC
Quality status	hard copy and/or website	FOC
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	hard copy and/ or website	FOC
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website	

Agendas of meetings (as above)	hard copy and/ or website	FOC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/ or website	FOC
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy	FOC
Responses to consultation papers	hard copy	FOC
Responses to planning applications	hard copy	FOC
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy	FOC
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	hard copy	FOC
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	hard copy if applicable	FOC

<p>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)</p>		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	hard copy if applicable	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
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)		
Register of members' interests		
Register of gifts and hospitality		
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Newsletter published. Hard copy circulated to village residents.</p>	

Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	hard copy	FOC
Parks, playing fields and recreational facilities	hard copy	FOC
Seating, litter bins, clocks, memorials and lighting	hardcopy	FOC
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Ms Kim Quince Clerk to the Parish Council, 15 Haslingfield Road, Harlton, Cambs, CB23 1ER

Tel: 01223 262294 Email: clerk@harltonparishcouncil.org.uk

SCHEDULE OF CHARGES

Please note all reasonable requests for hard copies of documents will be provided by the clerk free of charge (FOC), otherwise the following charges will apply. The Council will review its charging policy at the Annual AGM

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority