

Information available from CHALE 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>	(hard copy , email and/or website)	
Who's who on the Council and its Committees	<i>Hard copy – Contact Clerk Email – Contact Clerk Website</i>	<i>10p/sheet Free Free</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Hard copy – Contact Clerk Email – Contact Clerk Website</i>	<i>10p/sheet Free Free</i>
Location of main Council office and accessibility details		
Staffing structure	<i>Hard copy – Contact Clerk Email – Contact Clerk Website</i>	<i>10p/sheet Free</i>
		<i>Free</i>

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, email and/or website)	
Annual return form and report by auditor	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
Finalised budget	<i>Hard copy – Contact Clerk Email – Contact Clerk Website</i>	<i>10p/sheet Free Free</i>
Precept	<i>Hard copy – Contact Clerk Email – Contact Clerk Website</i>	<i>10p/sheet Free Free</i>
Borrowing Approval letter		
Financial Standing Orders and Regulations	<i>Hard copy – Contact Clerk Email – Contact Clerk Website</i>	<i>10p/sheet Free Free</i>
Grants given and received	<i>Hard copy – Contact Clerk Email – Contact Clerk</i>	<i>10p/sheet Free</i>
List of current contracts awarded and value of contract	<i>Hard copy – Contact Clerk Email – Contact Clerk</i>	<i>10p/sheet Free</i>
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy, email or website)	
Parish Plan (current and previous year as a minimum)	<i>Hard copy – Contact Clerk</i>	<i>Free</i>

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Hard copy – Contact Clerk</i> <i>Email</i> <i>Website</i>	<i>10p/sheet</i> <i>Free</i> <i>Free</i>
Quality status	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
Local charters drawn up in accordance with DCLG guidelines	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i>	<i>10p/sheet</i> <i>Free</i>
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy, email or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i> <i>Website</i>	<i>10p/sheet</i> <i>Free</i> <i>Free</i>
Agendas of meetings (as above)	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i> <i>Website</i>	<i>10p/sheet</i> <i>Free</i> <i>Free</i>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i> <i>Website</i>	<i>10p/sheet</i> <i>Free</i> <i>Free</i>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i>	<i>10p/sheet</i> <i>Free</i>
Responses to consultation papers	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i>	<i>10p/sheet</i> <i>Free</i>
Responses to planning applications	<i>Hard copy – Contact Clerk</i> <i>Email – Contact Clerk</i>	<i>10p/sheet</i> <i>Free</i>
Bye-laws	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>

<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>	(hard copy, email or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p><i>Hard copy – Contact Clerk</i></p> <p><i>Email</i></p> <p><i>Website</i></p> <p><i>Hard copy – Contact Clerk</i></p> <p><i>Email</i></p> <p><i>Hard copy – Contact Clerk</i></p> <p><i>Email</i></p> <p><i>Website</i></p> <p><i>Hard copy – Contact Clerk</i></p> <p><i>Hard copy – Contact Clerk</i></p> <p><i>Email</i></p> <p><i>Website</i></p>	<p><i>10p/sheet</i></p> <p><i>Free</i></p> <p><i>Free</i></p> <p><i>10p/sheet</i></p> <p><i>Free</i></p> <p><i>10p/sheet</i></p> <p><i>Free</i></p> <p><i>Free</i></p> <p><i>10p/sheet</i></p> <p><i>10p/sheet</i></p> <p><i>Free</i></p> <p><i>Free</i></p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p>	<p><i>Hard copy – Contact Clerk</i></p> <p><i>Email</i></p> <p><i>Website</i></p> <p><i>Hard copy – Contact Clerk</i></p> <p><i>Email, Website</i></p>	<p><i>10p/sheet</i></p> <p><i>Free</i></p> <p><i>Free</i></p> <p><i>10p/sheet</i></p> <p><i>Free</i></p>

Recruitment policies (including current vacancies)	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
	<i>Email</i>	<i>Free</i>
Policies and procedures for handling requests for information	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
	<i>Email</i>	<i>Free</i>
Complaints procedures (including those covering requests for information and operating the publication scheme)	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
	<i>Email</i>	<i>Free</i>
	<i>Website</i>	<i>Free</i>
Information security policy	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
	<i>Email</i>	<i>Free</i>
	<i>Website</i>	<i>Free</i>
Records management policies (records retention, destruction and archive)	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
	<i>Email</i>	<i>Free</i>
	<i>Website</i>	<i>Free</i>
Data protection policies	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
	<i>Email</i>	<i>Free</i>
	<i>Website</i>	<i>Free</i>
Schedule of charges (for the publication of information)	<i>Hard copy – Contact Clerk</i>	<i>10p/sheet</i>
	<i>Email</i>	<i>Free</i>
	<i>Website</i>	<i>Free</i>
Class 6 – Lists and Registers	(hard copy, email or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<i>Inspection – Contact Clerk</i>	
Assets Register	<i>Inspection – Contact Clerk</i>	
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)	<i>Inspection – Contact Clerk</i>	

Register of members' interests	<i>Inspection – Contact Clerk</i>	
Register of gifts and hospitality	<i>Inspection – Contact Clerk</i>	
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 cop, email or website; some information may only be available by inspection)	
Allotments	<i>Hard copy – Contact Clerk Email</i>	<i>10p/sheet Free</i>
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
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:

**Mrs Barbara Herbert
Clerk to Northwood Parish Council
11 Wyatts Lane
Northwood
Isle of Wight
PO31 8QB**

Tel: 290086 email: barbara.herbert@sky.com

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p sheet
	Photocopying @ 35 p per sheet (colour)	Actual cost 35 sheet
	Postage and packing	Actual cost of Royal Mail standard 2 nd class and cost of envelope
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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* the actual cost incurred by the public authority