

Information available from Kirk Deighton 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>	<p>Website e-mail or hard copy</p>	
<p>Who's who on the Council and its Committees</p>	<p>Published on website or by hard copy.</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, e-mail or hard copy.</p>	
<p>Location of main Council office and accessibility details</p>	<p>Published on website</p>	
<p>Staffing structure</p>	<p>Published on website</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>Audited accounts published on website or all financial information by e-mail or hard copy</p>	

Annual return form and report by auditor	Published on website and Parish notice boards. Hard copy available from Parish Clerk	
Finalised budget	e-mail or hard copy	
Precept	e-mail or hard copy	
Financial Standing Orders and Regulations	Hard copy or by e-mail	
Grants given and received	e-mail	
List of current contracts awarded and value of contract	e-mail	
Members' allowances and expenses	N/A – no expenses claimed by councillors	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Published on website Hard copy or e-mail	
Quality status	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy, e-mail or website) Parish Council minutes of meetings.	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and hard copy or by e-mail	
Agendas of meetings (as above)	Website, notice boards, email or hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, e-mail or hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	e-mail or hard copy	
Responses to consultation papers	e-mail or hard copy	
Responses to planning applications	e-mail or hard copy	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	e-mail or hard copy. Plan to include these on website.	
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	e-mail or hard copy e-mail or hard copy e-mail or hard copy	

Code of Conduct Policy statements	e-mail or hard copy	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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)	e-mail or hard copy	
Information security policy	e-mail or hard copy	
Records management policies (records retention, destruction and archive)	e-mail or hard copy	
Data protection policies	e-mail or hard copy	
Schedule of charges)for the publication of information)	As below	
Class 6 – Lists and Registers		
Assets Register	By e-mail or hard copy	
Disclosure log (indicating the information that has been provided in response to requests;	By e-mail or hard copy	

Contact details: Parish Clerk
clerk@kirkdeighton.com

SCHEDULE OF CHARGES

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

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk's time will be charged at £10.00 per hour (pro rata).

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Clerk's time involved in photocopying etc.	Actual Cost £10 per hour (pro-rata)
	Photocopying @ 20p per sheet (black & white) (per side)	Actual Cost Printing ink & paper
	Photocopying @50p per sheet (colour) (per side)	Actual Cost of printing ink and paper
Statutory Fee	Postage	Actual cost of Royal Mail standard 2 nd class
Other		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority