

Information available from Steeple Aston Parish Council under the model publication scheme

All costs will be as outlined at end of document – photocopying and postage of documentation.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council (and its Committees)	Clerk and/or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk and/or website	
Location of main Council office and accessibility details	Clerk and/or website	
Staffing structure	Clerk	
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		
Annual return form and report by auditor	Clerk	
Finalised budget	Clerk	
Precept	Clerk	
Borrowing Approval letter	Clerk	
Financial Standing Orders and Regulations	Clerk and/or website	
Grants given and received	Clerk	

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 and previous year as a minimum)	Not a PC document	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk and/or website	
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Clerk and/or website	
Agendas of meetings (as above)	Clerk and/or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Clerk and/or website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Clerk	
Responses to consultation papers	Clerk	
Responses to planning applications	Clerk	
Bye-laws	Not applicable	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference – <i>not applicable</i> Delegated authority in respect of officers – <i>in standing orders</i> Code of Conduct Policy statements – <i>none at present</i>	Clerk and/or website	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services - <i>none at present</i> Equality and diversity policy – <i>none at present</i> Health and safety policy Recruitment policies (including current vacancies) - <i>none at present</i> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Clerk	
Information security policy	None at present	
Records management policies (records retention, destruction and archive)	Clerk	
Data protection policies	Clerk	
Schedule of charges)for the publication of information)	Clerk	

Class 6 – Lists and Registers 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)	Not applicable	
Assets Register	Clerk	
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)	Not applicable	
Register of members' interests	Clerk	
Register of gifts and hospitality	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	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, memorials and lighting	Clerk	
Bus shelters	Clerk	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Clerk	
A summary of services for which the council is entitled to recover a fee, together with	Not applicable	

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:

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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
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Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ £1 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