

## Charley Parish Council – Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
<p><b>Class 1: who we are and what we do</b> (Organisational information, structures, location, contacts)</p>	
Who's who on the Council	Website/ hard copy – contact Clerk
Contact details for the Clerk and Council members	Website/ hard copy – contact Clerk
Location of Parish Council Office	c/o The Clerk 77 Brook Street, Wymeswold, Leics, LE12 6TT Tel: 07946 171256
Staffing structure	Contact Clerk (part-time, 6 hours/week)
<p><b>Class 2: What we spend and how we spend it</b> (Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Website/ hard copy – contact Clerk
Finalised budget	Website/ hard copy – contact Clerk
Precept	Website/ hard copy – contact Clerk
Financial Standing Orders and Regulations	Website/ hard copy – contact Clerk
Grants given and received	Website/ hard copy – contact Clerk
List of current contracts awarded and value of contract	Website/ hard copy – contact Clerk

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Members' allowances and expenses	Website/ hard copy – contact Clerk
<b>Class 3 – What our priorities are and how we are doing</b>	
(Strategies and plans, performance indicators, audits, inspections, and reviews)	
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)	Website/ hard copy – contact Clerk
Quality Status	N/A
<b>Class 4 – How we make decisions</b>	
(Decision making processes and records of decisions)	
(current and previous year as a minimum)	
Timetable of meetings	Website/ hard copy – contact Clerk
Agendas of meetings (as above)	Website/ hard copy – contact Clerk
Minutes of meetings (as above) n.b. this will exclude information that is properly regarded as private to the meeting	Website/ hard copy – contact Clerk
Reports presented to council meetings n.b. this will exclude information that is properly regarded as private to the meeting	Website/ hard copy – contact Clerk
Responses to consultation papers	Website/ hard copy – contact Clerk
Responses to planning applications	Website/ hard copy – contact Clerk

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Bye-laws	N/A
<p><b>Class 4 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website/ hard copy – contact Clerk
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policy</li> <li>• Internal policies relating to the delivery of services</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedure (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Website/ hard copy – contact Clerk</p> <p>Website/ hard copy – contact Clerk</p> <p>N/A</p> <p>N/A</p> <p>Website/ hard copy – contact Clerk</p> <p>Website/ hard copy – contact Clerk</p>
Information security policy	N/A
Records management policies (records retention, destruction, archive)	N/A
Data protection policies	Website/ hard copy – contact Clerk
Schedule of charges (for the publication of information)	Website/ hard copy – contact Clerk

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<b>Class 6 – Lists and Registers</b>	
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)	N/A
Assets Register	Website/ hard copy – contact Clerk
Disclosure log (indicating the information has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A
Register of members' interests	Website/ NWLDC website/hard copy – Contact Clerk
Register of gifts and hospitality	N/A
<b>Class 7 – The services we offer</b>	
(Information about the services we offer, including leaflets, guidance and Newsletters produced for the public and businesses)	
Current information only	
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials, lighting	Website/ hard copy – contact Clerk

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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)	N/A
Parish newsletter	Paper copy to residents/website/hard copy – contact Clerk
<b>Additional Information</b>  This will provide Councils with the opportunity to publish information that is not itemised in the lists above.  Should you require information not found on this list please contact the Clerk	
<b>Contact details:</b>  <b>Clerk to Charley Parish Council</b>  <b>c/o The Dower House</b>  <b>77 Brook Street</b>  <b>Wymeswold</b>  <b>Leicestershire</b>  <b>LE12 6TT</b>  <a href="mailto:admin@charleyparishcouncil.org.uk">admin@charleyparishcouncil.org.uk</a>	

**SCHEDULE OF CHARGES: 20 pence per A4 sheet (black and white)**

Charley Parish Council, March 2024

Adopted by resolution at a meeting held on 6<sup>th</sup> March 2024, minute ref: 30/2024