

Information available from Yealand Conyers..... 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>	(hard copy and/or website)	10p /sheet
Who's who on the Council and its Committees	Contact clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Dawn Hancock 01524 730 223 dawn@yealand.demon.co.uk	
Location of main Council office and accessibility details	21, Yealand Road, Yealand Conyers Lancs LA5 9SG	
Staffing structure	N/A	

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 and/or website) contact clerk	10p /sheet
Annual return form and report by auditor	Contact clerk	
Finalised budget	Contact clerk	
Precept	Contact clerk	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Contact clerk	
Grants given and received	Contact Clerk	
List of current contracts awarded and value of contract	Contact Clerk	
Members' allowances and expenses	Contact clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	10p/ sheet
Parish Plan (current and previous year as a minimum)	Contact Clerk	10p /sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Contact clerk	
Quality status	No	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions	(hard copy or website) Parish council meetings	10p /sheet

(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)	Notice Board Web site	
Agendas of meetings (as above)	Notice board Web site	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Notice board Web site	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Contact clerk	
Responses to consultation papers	Contact clerk	
Responses to planning applications	Contact clerk	
Bye-laws	Contact clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website) contact clerk	10p/ sheet
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	Contact clerk	10p/ sheet

Policy statements		
<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 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>	Contact clerk	
Information security policy	Contact clerk	
Records management policies (records retention, destruction and archive)	Contact clerk	
Data protection policies	Contact clerk	
Schedule of charges (for the publication of information)	10p/sheet	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact clerk	
Assets Register	Contact 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 held	
Register of members' interests	Annual update	
Register of gifts and hospitality	Annual update	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	Maintained by the Church	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Contact clerk	
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	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
	nil	

Contact details:

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 @ 10..p per sheet (black & white)	Actual cost *
	Photocopying @10 ..p per sheet (colour)	Actual cost
	Postage standard 2 nd class	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