

Information available from Hail Weston Parish Council under the model publication scheme. Reviewed 17.5.16

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)	(S of C below)
Who's who on the Council and its Committees	website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	website	
Location of main Council office and accessibility details		
Staffing structure		
<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>	(hard copy and/or website)	
Annual return form and report by auditor		

Finalised budget	website	
Precept	website	
Borrowing Approval letter		
Financial Standing Orders and Regulations	website	
Grants given and received	website	
List of current contracts awarded and value of contract	website	
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 or website)	
Parish Plan	website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website	
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum	website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website	
Agendas of meetings (as above)	website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	website	
Responses to consultation papers	website	
Responses to planning applications	website	
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only	website	
Policies and procedures for the conduct of council business:	Website	
Procedural standing orders	website	
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct	website	
Policy statements	website	
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	Hardcopy	
Health and safety policy	Hardcopy	
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information	Hardcopy	

Complaints procedures (including those covering requests for information and operating the publication scheme)	website	
Information security policy	Hardcopy	
Records management policies (records retention, destruction and archive)	website	
Data protection policies		
Schedule of charges) for the publication of information)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(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)	website	
Assets Register	website	
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)		
Register of members' interests	website	
Register of gifts and hospitality	website	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	website	
Burial grounds and closed churchyards	website	

Community centres village halls		
Parks, playing fields and recreational facilities	website	
Seating, litter bins, clocks, memorials and lighting	hardcopy	
Bus shelters	hardcopy	
<u>Markets</u>		
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)	website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk & RFO

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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
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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