

## Information available from Avenbury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i>	(hard copy and/or website)	
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	
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>	(hard copy and/or website)	
Annual return form and report by auditor	Noticeboards / website	
Finalised budget	Paper copy	10p pp
Precept	Paper copy	10p pp
Financial Standing Orders and Regulations	Website	10p pp
Grants given and received	No grants received or provided	
List of current contracts awarded and value of contract	No live contracts	
<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	No plan	
Annual Report to Parish or Community Meeting	Paper copy	10p pp
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i>		

Timetable of Council & parish meetings	Website / noticeboards	
Agendas of meetings (as above)	Website / paper copy	10p pp
Minutes of meetings (as above)	Website / paper copy	10p pp
Reports presented to council meetings	Website / paper copy	10p pp
Responses to consultation papers	Paper copy	10p pp
Responses to planning applications	Website / Minutes	10p pp
<b>Class 5 – Our policies and procedures</b> <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
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 Policy statements	Website	10p pp
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)	Website	10p pp
Information security policy	Confidential	

Records management policies (records retention, destruction and archive)		
Data protection policies		
<b>Class 6 – Lists and Registers</b>		
Assets Register	Paper copy	10p pp
Register of members' interests	Website	
Register of gifts and hospitality	Website	
<b>Class 7 – The services we offer</b>		
	Website	
<b>Schedule of charges</b>		
Photocopying / printing costs @ 10p per page (black & white)		
Postage – Actual cost of Royal Mail 2nd class		

**Contact details:**

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