

Information available from Rushbury Parish 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>NB: Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website and/or Hard Copy</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website Hard Copy</p>	<p>Free 10p a sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Hard Copy</p>	<p>Free 10p a sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Website Hard Copy</p>	<p>Free 10p a sheet</p>
<p>Staffing structure</p>	<p>Website Hard Copy</p>	<p>Free 10p a sheet</p>
<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>(Hard Copy and/or Website)</p>	

Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard Copy	Free 10p a sheet
Finalised budget	Hard Copy	10p a sheet
Precept	Hard Copy	10p a sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p a sheet
Grants given and received	Hard Copy	10p a sheet
List of current contracts awarded and value of contract	Hard Copy	10p a sheet
Members' allowances and expenses	Hard Copy	10p a sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard Copy or Website)	
Current and previous year as a minimum		
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free 10p a sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p a sheet
Quality status	Website Hard Copy	Free 10p a sheet
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Parish Design Statement	Website Hard Copy	Free 10p a sheet

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		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p a sheet
Agendas of meetings (as above)	Website Parish Noticeboards Hard Copy at Meetings	Free Free Free
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy of the Minutes of the Previous Meeting, at the Next Meeting	Free Free
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p a sheet
Responses to consultation papers	Hard Copy	10p a sheet
Responses to planning applications	Website Hard Copy	Free 10p a sheet
Bye-laws	Not Applicable	
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		
Policies and procedures for the conduct of council business:	Website Hard Copy	Free 10p a sheet
Procedural standing orders		

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	Free 10p a sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Hard Copy	10p a sheet
Information security policy	Not Available: Being Drafted	
Records management policies (records retention, destruction and archive)	Hard Copy	10p a sheet
Data protection policies	Not Available: Being Drafted	
Schedule of charges (for the publication of information)	Hard Copy	10p a sheet
Class 6 – Lists and Registers	(Hard Copy or Website; some information may only be available by inspection)	
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)	Website Hard Copy	Free 10p a sheet
Assets register	Website Hard Copy	Free 10p a sheet
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)	Hard Copy	10p a sheet
Register of members' interests	Website	Free

	Hard Copy	10p a sheet
Register of gifts and hospitality	Hard Copy	10p a sheet
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	Not Applicable	
Burial grounds and closed churchyards	Hard Copy	10p a sheet
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Hard Copy	10p a sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p a sheet
Bus shelters	Hard Copy	10p a sheet
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

All requests for hard copies should be made by email or in writing to the:

Clerk to Rushbury Parish Council

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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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail All correspondence will be sent by standard 2 nd class mail If 1 st class post is requested this will be charged at the appropriate rate
Statutory Fee	Not Applicable	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority