

Information available from St Nicholas at Wade & Sarre Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website & via Clerk to the Council.	All hard copy information will be provided at 10p per page plus postage.
Who's who on the Council and its Committees	Website, village notice boards & via Clerk to the Council.	As above.
Contact details for Clerk to the Council and Council members (named contacts where possible with telephone number and email address (if used))	Website, village notice boards & via Clerk to the Council.	As above.
Location of main Council office and accessibility details	Not Applicable.	As above.
Staffing structure	Website & via Clerk to the Council.	As above.
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	Website & via Clerk to the Council.	As above.
Annual return form and report by auditors	Website & via Clerk to the Council.	As above.
Finalised budget	Clerk to the Council.	As above.
Precept	Clerk to the Council.	As above.
Borrowing Approval letter	Not Applicable	

Financial Standing Orders and Regulations	Website & via Clerk to the Council.	As above.
Grants given and received	Clerk to the Council.	As above.
List of current contracts awarded and value of contract	Clerk to the Council.	As above.
Members' allowances and expenses	Clerk to the Council.	As above.
Investment Strategy	Clerk to the Council.	As above.
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website & via Clerk to the Council.	As above.
Parish Plan (current and previous year as a minimum)	Clerk to the Council.	As above.
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, notice boards & via Clerk to the Council.	As above.
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Website & via Clerk to the Council.	As above.
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, village notice boards & via Clerk to the Council.	As above.
Agendas of meetings (as above)	Website, village notice boards & via Clerk to the Council.	As above.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, village notice boards & via Clerk to the Council.	As above.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website, village notice boards & via Clerk to the Council.	As above.
Responses to consultation papers	Website, village notice boards & via Clerk to the Council.	As above.
Responses to planning applications	Website, village notice boards & via Clerk to the Council.	As above.

Bye-laws	Not Applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website & via Clerk to the Council.	As above.
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 (Statement of Internal Control, Risk Management Policy and Risk Management Statement)	Website & via Clerk to the Council.	As above.
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), Staff Disciplinary and Grievance procedures Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website & via Clerk to the Council (where applicable).	As above.
Information security policy	Clerk to the Council.	As above.
Records management policies (records retention, destruction and archive)	Clerk to the Council.	As above.
Data protection policies	Clerk to the Council.	As above.
Schedule of charges (for the publication of information)	See last page	

Class 6 – Lists and Registers Currently maintained lists and registers only	Website & via Clerk to the Council.	As above.
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) – Burial Registers	Website & via Clerk to the Council.	As above.
Assets Register	Website & via Clerk to the Council.	As above.
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)	Clerk to the Council.	As above.
Register of members' interests	Website & via Clerk to the Council.	As above.
Register of gifts and hospitality	Clerk to the Council.	As above.
Register of planning applications	Website & via Clerk to the Council.	As above.
Register of correspondence received	Clerk to the Council.	As above.
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website & via Clerk to the Council.	As above.
Allotments	Website & via Clerk to the Council.	As above.
Burial grounds and closed churchyards	Website & via Clerk to the Council.	As above.
Community centres and village halls	Website & via Clerk to the Council.	As above.
Parks, playing fields and recreational facilities	Website & via Clerk to the Council.	As above.
Seating, litter bins, clocks, memorials and lighting	Website & via Clerk to the Council.	As above.

Bus shelters	Website & via Clerk to the Council.	As above.
Markets	Not applicable.	
Public conveniences	Not applicable.	
Agency agreements	Not applicable.	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website & via Clerk to the Council.	As above.

Contact details:

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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 @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1st class
Statutory Fee	Not Applicable	In accordance with the relevant legislation (quote the actual statute)
Other	Cemetery and allotment fees are shown separately in section 7 - "The services we offer"	

* the actual cost incurred by the public authority