

## AWBRIDGE PARISH COUNCIL

Information available from the Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1- Who we are and what we do</b>		See cost schedule below for hard copies
Who's who on the Council and its Committees	Website/Awbridge News/Notice boards	
Contact details for Parish Clerk and Council members	Website/Awbridge News/Noticeboards	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
<b>Class 2 – What we spend and how we spend it</b> We hold information on the current and preceding financial year		
Annual return form and report by auditor	Website/Hard copy	
Finalised budget	Website/Hard copy	
Precept	Website/Hard copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website/Hard copy	
Grants given and received	Website/Hard copy	
Members' allowances and expenses	Website/minutes	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year)	Website/hard copy	
Quality status	No	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> We hold information on the current and preceding council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard copy	
Agendas of meetings (as above)	Website/Hard copy	
Minutes of meetings (as above)	Website/Hard copy	
Reports presented to council meetings	Website/Hard copy	
Responses to consultation papers	Website/Hard copy	
Responses to planning applications	Website/Hard copy	
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct	Website/Hard copy N/A Website/Hard copy	

Policies and procedures for the provision of services and about the employment of staff:			
Internal policies relating to the delivery of services	Website/hard copy		
Equality and diversity policy	Website/Hard copy		
Health and safety policy	Website/Hard copy		
Recruitment policies (including current vacancies)	To be created		
Policies and procedures for handling requests for information	To be created		
Complaints procedures	Website/Hard copy		
Information security policy	To be created		
Records management policies (records retention, destruction and archive)	To be created		
Data protection policies	Website/Hard copy		
Schedule of charges for the publication of information	See below		
<b>Class 6 – Lists and Registers</b>			
Currently maintained lists and registers only	Hard copy. Some information may only be available by inspection)		
Any publicly available register or list	Not currently applicable. When held: Website/Hard copy Some information may only be available by inspection		
Assets Register	Hard copy		
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy		
Register of members' interests	Website/Hard copy		
Register of gifts and hospitality	Hard copy		

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Currently N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	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	

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	*Actual cost
	Photocopying @ 20p per sheet (colour)	*Actual cost
	Postage	*Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory fee</b>		In accordance with the relevant and latest legislation guidelines.

\* The actual cost incurred by the public authority