

Information available from Hordley Parish Council under the model publication scheme adopted on Monday, 19th January 2009.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet
Class 2 -What we spend and how we spend it		
Annual return form and report by auditor	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet
Finalised budget	Hard Copy - contact Clerk	10p/sheet
Precept	Hard Copy - contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard Copy - contact Clerk	10p/sheet
Grants given and received	Hard Copy - contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard Copy - contact Clerk	10p/sheet
Members' allowances and expenses	None	
Class 3 -What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet

Class 4 -How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet
Responses to consultation papers	Hard Copy - contact Clerk	10p/sheet
Responses to planning applications	Hard Copy - contact Clerk	10p/sheet
Class 5 - Our policies and procedures		
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	Hard Copy - contact Clerk	10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy - contact Clerk	10p/sheet
Class 6 -Lists and Registers		
Assets Register	Hard Copy - contact Clerk	10p/sheet
Register of members' interests	Information may only be available by inspection - Contact Clerk	Free
Register of gifts and hospitality	Information may only be available by inspection -	Free

	Contact Clerk	
Class 7 - The services we offer		
Bus Shelter	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet
Village Notice Boards	Village Notice Boards Hard Copy - contact Clerk	Free 10p/sheet

Contact details: hordleypc@gmail.com

Clerk to the Parish Council:

Website: www.hugofox.com/community/hordley-parish-council-12530/about-us

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
	Postage	Actual cost of Royal Mail standard 2 nd class