

Information available from East Drayton Parish Council under the model publication scheme – Reviewed by the Parish Council May 2010

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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(Website www.eastdrayton.org hard copy)</p> <p>Contact the Clerk</p>	10p/sheet
Who's who on the Council and its Committees	Website/Village notice board/contact the Clerk	10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Village notice board/contact the Clerk	10p/sheet
Location of main Council office and accessibility details	Website/Village notice board/contact the Clerk	
Staffing structure	One Clerk	
<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>Current and previous financial year as a minimum</p>	<p>(Website/hard copy)</p> <p>Contact the Clerk</p>	10p/sheet
Annual return form and report by auditor	Website/By request at PC meeting	10p/sheet
Finalised budget	Website/Minutes of PC meeting	10p/sheet
Precept	Website/Minutes of PC meeting	10p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website/Contact the Clerk	10p/sheet

Grants given and received	Website/Minutes of PC meeting/Contact the Clerk	10p/sheet
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(Website/hard copy)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Parish Meeting/Minutes/contact the Clerk	10p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Website/hard copy) Recorded in Minutes of monthly PC meetings	10p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/contact the Clerk	
Agendas of meetings (as above)	Website/Village noticeboard/Contact the Clerk	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Village noticeboard/Contact the Clerk	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website/Minutes; Contact the Clerk	10p/sheet
Responses to consultation papers	Website/Minutes; Contact the Clerk	10p/sheet
Responses to planning applications	Website/Minutes; Contact the Clerk	10p/sheet

Bye-laws	N/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy)	
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	Policies in line with current European legislation.	
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)	Policies in line with current European legislation.	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Contact the Clerk	
Data protection policies	Contact the Clerk	
Schedule of charges (for the publication of information)	Please see below	
Class 6 – Lists and Registers	(hard copy/; 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)	N/A	
Assets Register	N/A	
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)	N/A	
Register of members' interests	Village website/Bassetlaw DC website	
Register of gifts and hospitality	N/A	
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	(hard copy; some information may only be available by inspection) NOT APPLICABLE	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details: Parish Councillors (list on village notice board complete with contact details OR the Clerk, Mrs Sue Pickard, Morton Grange, Babworth, Retford DN22 8BH; Tel: 01777 948625; email: suepickard@hotmail.co.uk

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 * 10p
	Photocopying @ 10p per sheet (colour)	Actual cost 15p

	Postage	Actual cost of Royal Mail standard 2 nd class
	54p (second class)	54p
Statutory Fee	None	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority