

Information available from HUNTLEY 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) Details of all Parish Councillors and how they can be contacted	Via the notice board at the village hall (hard copy or email or telephoning the Clerk)	Nil
Details of Councillors who represent the Council on other committees or are members of other committees	(hard copy or email or telephoning the Clerk)	Nil
Clerk's contact details	Via the notice board at the village hall	Nil

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)		
Annual return form and report by auditor(s)	Hard copy	See schedule of Charges
Finalised budget	Hard copy or email	See schedule of Charges
Precept	Hard copy, email or by telephoning the Clerk	See schedule of Charges
Annual Report (as presented at the Annual Parish Meeting)	Hard copy	See schedule of Charges
Financial Standing Orders and Regulations	Hard copy	See schedule of Charges
Grants given and received	Hard copy	See schedule of Charges
List of current contracts awarded where those contracts are ongoing for a period in excess of 3 months. Confidential information will not be provided	Hard copy	See schedule of Charges
Members' allowances and expenses	Hard copy	See schedule of Charges

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Available to view only due to size of document	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	See schedule of Charges

Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Parish Council meetings and Annual Parish Meetings)	Hard copy or email	See schedule of Charges
Agendas of meetings (as above)	Hard copy or email	See schedule of Charges
Minutes of meetings (as above) once those minutes have been approved – nb. this will exclude information that is properly regarded as private to the meeting.	Hard copy or email	See schedule of Charges
Reports presented to council meetings (excluding reports that have been generated by other Councils or Government organisations/departments) – nb. this will exclude information that is properly regarded as private to the meeting.	Hard copy or email	See schedule of Charges
Responses to planning applications	Hard copy or email	See schedule of Charges

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:		
Huntley Parish Council standing orders Code of Conduct - the Council has adopted the Model Code of Conduct for Parish and Town Councils in its model form including paragraph 12(2)	Hard copy or email if electronic versions available Available online via www.standardsboard.gov.uk	See schedule of Charges n/a
Policies and procedures for the provision of services and about the employment of staff: Terms & Conditions of Employment for the Clerk (excluding financial information).	Hard copy or email	See schedule of Charges
Complaints Procedure (general)	Hard copy or email	See schedule of Charges
Complaints Procedure (Freedom of Information Act)	Hard copy or email	See schedule of Charges
Schedule of charges (for the publication of information)	Hard copy or email	See schedule of Charges

Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy	See schedule of Charges
Risk Assessments	Hard copy	See schedule of Charges
Members Registration of Interests	Hard copy	See schedule of Charges
Register of Members' Interests Book	Available to view at any Parish Council Meeting	

Class 7 – The services we offer		
Allotments	Hard copy or email where electronic versions available	Tenancy agreement FOC, other items see schedule of Charges
Parks, playing fields and recreational facilities	Hard copy or email where electronic versions available	See schedule of Charges
War Memorial	Hard copy or email where electronic versions available	See schedule of Charges

Contact details: **The Parish Clerk, details on our website at <https://huntleypc.weebly.com/contact.html>**

SCHEDULE OF CHARGES

When information is provided by email, or via the website (once the web site is functional), there will be no cost. Where hardcopy information is provided, the following charges will be levied;

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost incurred by Council to obtain copies
	Photocopying @ 20p per A3 sheet (Black & White)	Actual cost incurred by Council to obtain copies
	Where colour copying is necessary, this will be charged at a rate of double the Black & White rate.	Estimated cost incurred by Council to obtain copies
	Postage	Actual cost of Royal Mail standard 2 nd class. Where the recipient specifically requests first class post, this will also be charged at cost
	Clerk's time	At the discretion of the Clerk, her time can be charged at a rate of £20.00 (to be reviewed as necessary) per hour or part thereof, where the provision of information requested requires more than 15 minutes time dedicated to it.

Source : Template Guide to Information, Information Commissioner's Office. GAPTC advice.

Reference: Parish Council Meeting 6th January 2009 (Item 5) and Parish Council Meeting 3rd February 2009 (Item 4d)