

Information available from SLINFOLD PARISH COUNCIL under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|--|-------------------|
| Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) | | |
| Who's who on the council and its committees | Hard copy Website | Disbursement cost |
| Contact details for the Clerk and council members | Hard copy Website | Disbursement cost |
| Location of main council office and accessibility details | Hard copy Website | Disbursement cost |
| Staffing structure | Hard copy Website | Disbursement cost |
| 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) | | |
| Full accounts and audit report | Hard copy Website | Disbursement cost |
| Finalised budget | Hard copy Website | Disbursement cost |
| Precept | Hard copy Website | Disbursement cost |
| Borrowing Approval letter | Hard copy Website | Disbursement cost |
| Financial Standing Orders and Regulations | Hard copy Website | Disbursement cost |
| Grants given and received | Hard copy Website | Disbursement cost |
| List of current contracts awarded and value of contract | Hard copy Website | Disbursement cost |
| Members' allowances and expenses | Hard copy Website | Disbursement cost |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Business Plan / Vision Document | Hard copy Website | Disbursement cost |
| Annual report to Town Conference / Parish Assembly | Hard copy Website | Disbursement cost |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy Web site | Disbursement cost |
| Agendas of meetings (as above) | Hard copy Web site | Disbursement cost |
| Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i> | Hard copy Web site | Disbursement cost |
| Reports presented to council meetings – <i>n.b. this will exclude</i> | Hard copy | Disbursement cost |

Date adopted

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| <i>information that is properly regarded as private to the meeting</i> | Web site | |
| Responses to consultation papers | Hard copy Web site | Disbursement cost |
| Responses to planning applications | Hard copy Web site | Disbursement cost |
| Bye-laws | Hard copy | Disbursement cost |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| <u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Hard copy Web site | Disbursement cost |
| <u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement 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) | Hard copy Web site | Disbursement cost |
| Record management policies (records retention, destruction and archive) | Hard copy Web site | Disbursement cost |
| Schedule of charges (for the publication of information) | Hard copy Web site | Disbursement cost |
| Class 6 – Lists and Registers (Currently maintained lists and registers) | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy – some information may be available for inspection only | Disbursement cost |
| Asset Register | Hard copy Web site | Disbursement cost |
| Register of members' interests | Hard copy Web site | Disbursement cost |
| Register of gifts and hospitality | Hard copy Web site | Disbursement cost |
| Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Allotments | Available for inspection | Free of charge |
| Burial grounds and closed churchyards | Available for inspection | Free of charge |
| Community centres and village halls | Hard copy booking form | Free of charge |

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| Parks, playing fields and recreational facilities | Hard copy booking form | Free of charge |
| Seating, litter bins, clocks, memorials and lighting | Available for inspection | Free of charge |
| Bus shelters | Available for inspection | Free of charge |
| Newsletters | Delivered to all properties in the parish | Free of charge |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy Web site | Disbursement cost |