

Little Canfield Parish Council 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) This will be current information only.	PC Website	Nil
Who's who on the Council and its Committees	PC Website	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	PC Website	Nil
Location of main Council office and accessibility details	PC Website	Nil
Staffing structure	N/A	
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) Current and previous financial year as a minimum	PC Website	Nil
Annual return form and report by auditor	PC Website	Nil
Finalised budget	PC Website	Nil
Precept	PC Website	Nil
Borrowing Approval letter	N/A	

Financial Standing Orders and Regulations	PC Website	Nil
Grants given and received	PC Website	Nil
List of current contracts awarded and value of contract	PC Website	Nil
Members' allowances and expenses	PC Website	Nil
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	PC Website	Nil
Neighbourhood Plan	PC Website	
Annual Report to Parish or Community Meeting	PC Website	Nil
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	PC Website	Nil
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	PC Website	Nil
Agendas of meetings (as above)	PC Website	Nil
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	PC Website	Nil

Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	PC Website	Nil
Responses to consultation papers	N/A	
Responses to planning applications	PC Website	Nil
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	PC Website	Nil
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	PC Website PC Website PC Website PC Website PC Website PC Website	Nil Nil Nil Nil Nil Nil
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	PC Website PC Website PC Website PC Website	Nil Nil Nil

Information security policy	PC Website	Nil
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	PC Website	Nil
Schedule of charges (for the publication of information)	N/A	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	PC Website	Nil
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	PC Website if it exists	Nil
Assets register	PC Website	Nil
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	DC Website	Nil
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	N/A	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	

Community centres and village halls	PC Website	Nil
Parks, playing fields and recreational facilities	PC Website	Nil
Seating, litter bins, clocks, memorials and lighting	PC Website	Nil
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details:

The Clerk – ian.brown@littlecanfieldparishcouncil.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 @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority