

Information available from Syresham 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	Website	None
Contact details for Parish Clerk and Council members	Website, Clerk to provide contact details on request	None
Location of main Council office and accessibility details	Website – Village Hall	None
Staffing structure		
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		
Annual return form and report by auditor	Website	None
Finalised budget	Website	None
Precept	Hard copy	See sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website	None
Grants given and received	Website	None
List of current contracts awarded and value of contract	Website	None
Members' allowances and expenses		

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy	See sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	None
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines		
Village Design Statement	Website	None
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	None
Agendas of meetings (as above)	Website	None
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	None
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	None
Responses to consultation papers	Hard copy	See sheet
Responses to planning applications	Website	None
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders	Website	None

Committee and sub-committee terms of reference	Website	None
Delegated authority in respect of officers	Website	None
Code of Conduct	Website	None
Policy statements	Website	None
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	To write	
Equality and diversity policy	To write	
Health and safety policy	To write	
Recruitment policies (including current vacancies)	To write	
Policies and procedures for handling requests for information	Website	None
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	None
Information security policy	To write	
Records management policies (records retention, destruction and archive)	To write	
Data protection policies	Website	None
Schedule of charges (for the publication of information)	Website	See sheet
Class 6 – Lists and Registers		
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)		
Assets Register	Website	None
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)		
Register of members' interests	Website	None
Register of gifts and hospitality	Hard copy	See sheet

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		
Alotments		
Burial grounds and closed churchyards	Hard copy	See sheet
Community centres and village halls	Website	None
Parks, playing fields and recreational facilities	Website	None
Seating, litter bins, clocks, memorials and lighting	Website	None
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		

Contact details:
Parish Clerk
01280 851178

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 10p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority