

Information available from Cosgrove Parish Council under the model publication scheme

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</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	50p
Who's who on the Council and its Committees	Website/notice board	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/notice board	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
<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>	(hard copy and/or website)	50p
Annual return form and report by auditor	Website	

Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy	50p
Grants given and received	Website	
List of current contracts awarded and value of contract	Minutes	
Members' allowances and expenses	Mileage only	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not completed	
Quality status	Awaits	
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice board	
Agendas of meetings (as above)	Website/Notice board	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Notice board	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Minutes	

Responses to consultation papers	Minutes	
Responses to planning applications	Minutes	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	50p - £1
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	(hard copy or website)	50p - £1
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)	(hard copy or website) Website update awaits Website when applicable	

Information security policy	ICO Policy	
Records management policies (records retention, destruction and archive)	Archive – Hard copy	
Data protection policies	ICO Policy	
Schedule of charges)for the publication of information)	To be agreed	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	(hard copy or website)	10p
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)	District Council	
Register of members' interests	District Council	
Register of gifts and hospitality	District Council	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	None	
Burial grounds and closed churchyards	Hard Copy	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website/Map	

Seating, litter bins, clocks, memorials and lighting	Village map (view only)	
Bus shelters	Village map (view only)	
Markets	None	
Public conveniences	None	
Agency agreements	S136 LGA 1972 / NCC	
A summary of 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	Annual Report	

Contact details: Derek M Everett
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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 @ p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	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