

Holme Low Parish Council
Information available 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) This will be current information only		
Who's who on the Council and its Committees	Hard copy – Contact Clerk Website	10p/sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – Contact Clerk Website	10p/sheet Free
Location of main Council office and accessibility details	Hard copy – Contact Clerk Website	10p/sheet Free
Staffing structure	Hard copy – Contact Clerk Website	10p/sheet Free
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	Hard copy – Contact Clerk Website	10p/sheet Free
Finalised budget	Hard copy – Contact Clerk Website	10p/sheet Free
Precept	Hard copy – Contact Clerk Website	10p/sheet Free
Borrowing Approval letter	Hard copy (where applicable) – Contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy – Contact Clerk Website	10p/sheet Free
Grants given and received	Hard copy – Contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – Contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy – Contact Clerk	10p/sheet

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Business Plan (current and previous year as a minimum)	Hard copy – Contact Clerk Website	10p/sheet Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy – Contact Clerk Website	10p/sheet Free
Quality status	Not applicable	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Not applicable
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)	Hard copy – Contact Clerk Website	10p/sheet Free
Agendas of meetings (as above)	Hard copy – Contact Clerk Website	10p/sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk Website	10p/sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – Contact Clerk	10p/sheet
Responses to planning applications	Hard copy – Contact Clerk	10p/sheet
Bye-laws	Not applicable	Not applicable
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	Hard copy – Contact Clerk Website	10p/sheet Free
Code of Conduct	Hard copy – Contact Clerk Website	10p/sheet Free

Information to be published	How the information can be obtained	Cost
Policies and procedures for the provision of services and about the employment of staff: Risk Management policy	Hard copy – Contact Clerk Website	10p/sheet Free
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – Contact Clerk Website	10p/sheet Free
Public Participation Policy	Hard copy – Contact Clerk Website	10p/sheet Free
Data protection policies	Hard copy – Contact Clerk Website	10p/sheet Free
Schedule of charges (for the publication of information)	Hard copy – Contact Clerk Website	10p/sheet Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Hard copy – Contact Clerk Website	10p/sheet Free
Register of members' interests	Hard copy – Contact Clerk Website	10p/sheet Free
Register of gifts and hospitality	Hard copy – Contact Clerk Website	10p/sheet Free
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		
Allotments	Not applicable	Not applicable
Community centres and village halls	Not applicable	Not applicable
Parks, playing fields and recreational facilities	Hard copy – Contact Clerk Website	10p/sheet Free

Information to be published	How the information can be obtained	Cost
Class 7 - Continued		
Bus shelters	Not applicable	Not applicable
Public conveniences	Not applicable	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	Not applicable
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Clerk: Wendy Jameson
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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)