**Information available from Elford Parish Council 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 | (hard copy and/or website) |  |
| Who’s who on the Council and its Committees |  |  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) |  |  |
| Location of main Council office and accessibility details |  |  |
| 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 | (hard copy and/or website) |  |
| Annual return form and report by auditor |  |  |
| Finalised budget |  |  |
| Precept |  |  |
| Financial Standing Orders and Regulations |  |  |
| Grants given and received |  |  |
| List of current contracts awarded and value of contract |  |  |
| Members’ allowances and expenses | n/a |  |
|  |  |  |
| **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) |  |  |
| Annual Report to Parish Meeting (current and previous year as a minimum) |  |  |
| Quality status | n/a |  |
|  |  |  |
| **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) |  |  |
| Agendas of meetings (as above) |  |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. |  |  |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. |  |  |
| Responses to consultation papers |  |  |
| Responses to planning applications |  |  |
| 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 | (hard copy or website) |  |
| 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 |  |  |
| 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  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme) |  |  |
| Information security policy |  |  |
| Records management policies (records retention, destruction and archive) |  |  |
| Data protection policies |  |  |
| Schedule of charges (for the publication of information) |  |  |
|  |  |  |
| **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 |  |  |
| Assets Register |  |  |
| Register of members’ interests |  |  |
|  |  |  |
| **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 | (hard copy or website; some information may only be available by inspection) |  |
| Allotments | n/a |  |
| Burial grounds and closed churchyards | n/a |  |
| Community centres and village halls | n/a |  |
| Parks, playing fields and recreational facilities |  |  |
| Seating, litter bins, clocks, memorials and lighting |  |  |
| Bus shelters |  |  |
| Markets | n/a |  |
| Public conveniences | n/a |  |
| Agency agreements | n/a |  |
| A summary of services for which the council is entitled to recover a fee | n/a |  |
|  |  |  |
| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |

**Contact details: Mrs M Jones, Clerk to Elford Parish Council**

**50 Cornwall Avenue, Tamworth , Staffordshire B78 3YB**

[**Clerk @elfordpc.co.uk**](mailto:Clerk.parishcouncil@edingalevillage.co.uk)

**01827 50230**

SCHEDULE OF CHARGES

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 15p per sheet (colour) | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
|  |  |  |
| **Other** |  |  |
|  |  |  |

\* the actual cost incurred by the public authority