

Information available from ECCLESHALL Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website/Newsletter/Library
Who's who on the Council and its Committees	Website/Library/ Notice Boards/Bi-annual Newsletter / Eccleshall Guide
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Library/Notice Boards/Bi-annual Newsletter / Eccleshall Guide
Location of Council office (Clerks Home) and accessibility details	Website/Library/Notice Boards/Bi-annual Newsletter / Eccleshall Guide
<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)
Annual return form and report by auditor	Library, notice board and website
Finalised budget	Library
Precept	Library/website
Financial Regulations Standing Orders	Library Website
Grants given and received	Minutes in Library and on website. Details published in newsletter

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)	Website/Library
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/ Library/Newsletter
Quality status	Details of any successful application available from the Clerk
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 and planning committee meetings and parish meetings)	Notice boards/Library/Website
Agendas of meetings (as above)	Notice boards/Library/Website
Minutes of Council meetings– n.b. this will exclude information that is properly regarded as private to the meeting Planning Meetings Committee Meetings	Library / Website Library/Website Library/Website
Responses to consultation papers	Details contained in Minutes
Responses to planning applications	Details contained in Minutes available in Library/Website
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 Code of Conduct	 Website/Library Website/Library
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information	 On application to the Clerk

Complaints procedures (including those covering requests for information and operating the publication scheme)	Website
Records management policies (records retention, destruction and archive)	On application to Clerk
Data protection policies	Website
Schedule of charges (for the publication of information)	On application to Clerk
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Assets Register	On application to Clerk
Register of members' interests	Borough Council website/ Link to site on Parish Website.
Register of gifts and hospitality	Borough Council website, link to site on Parish Website.
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) Details of the following are available on application to the Clerk.
Current information only	
Allotments	
Community centres and village halls	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks and lighting	
Bus shelters	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Footpath Leaflets set of 12 & Bench to Bench Leaflets (2)	Website / Library
Neighbourhood Plan	Website / Library
My Favourite Walks Booklet	Library
Town Design Statement	Website /Library
Parish Plan	Website /Library

Contact details:

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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 @ 10p per sheet (black & white)	Actual cost 8p per copy
	Photocopying @ £1 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Postage for sending footpath leaflets and booklets 50p	