**Information available from Swillington Parish Council under the model publication scheme**

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| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do** |  |  |
| Who’s who on the Council and its Committees | Website and hard copy  | Free |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website and hard copy | Free |
| Location of main Council office and accessibility details | Website and hard copy | Free |
| Staffing structure | Website and hard copy | 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 | (hard copy and/or website) |  |
| Annual return form and report by auditor |  Web site Hard copy |  Free |
| Finalised budget | Website and hardcopy | Free |
| Precept | Contact Clerk |  |
| Borrowing Approval letter | N/A |  |
| Financial Standing Orders and Regulations | Website and hardcopy | Free |
| Grants given and received | Contact Clerk |  |
| List of current contracts awarded and value of contract | Contact clerk |  |
| Members’ allowances and expenses | Contact clerk |  |
|  |  |  |
| **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) | N/A |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website and hardcopy | Free |
| Quality status | N/A |  |
| Local charters drawn up in accordance with DCLG guidelines | Contact Clerk |  |
|  |  |  |
| **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, notice boards and hard copy | Free |
| Agendas of meetings (as above) | Website, notice boards and hard copy | Free |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website and hard copy | Contact clerk |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hardcopy | 5p per page |
| Responses to consultation papers | Hard copy | 5p/page |
| Responses to planning applications | Website and hardcopy | Free |
| 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 ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy statements | Website and hardcopy | 5p/page |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of servicesEquality and diversity policyHealth and safety policyRecruitment policies (including current vacancies) Policies and procedures for handling requests for informationComplaints procedures (including those covering requests for information and operating the publication scheme) | Website and hardcopyN/AN/AN/A | 5p/page |
| Information security policy |  |  |
| Records management policies (records retention, destruction and archive) | N/A |  |
| Data protection policies  |  |  |
| Schedule of charges )for the publication of information) | See end of this document |  |
|  |  |  |
| **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) | Hard copy  | 5p/page |
| Assets Register  | Hard copy  | 5p/page |
| 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) | N/A |  |
| Register of members’ interests | Hard copy  | 5p/page |
| Register of gifts and hospitality | N/A |  |
|  |  |  |
| **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 | Website /Contact the Clerk | Free |
| Burial grounds and closed churchyards | N/A |  |
| Community centres and village halls | Web site/ Contact the Clerk |  |
| Parks, playing fields and recreational facilities | Contact the Clerk | 5p/page |
| Seating, litter bins, clocks, memorials and lighting | Contact the Clerk | Free |
| Bus shelters | N/A |  |
| 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, together with those fees (e.g. burial fees) | See allotments | 5p/page |
|  |  |  |
| **Additional Information**This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details: Diane Brown Clerk and RFO**

 **Swillington Parish Council**

 **The Village Hall Church Lane Swillington Leeds LS26 8DX**

 **Telephone (Clerks home number ) 01484 863233**

 **Email clerk@swillingtonparishcouncil.gov.uk**

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 @ 5p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 10p per sheet (colour) | Actual cost |
|  |  |  |
|  | Postage – current 2nd class Stamps charges | 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