

Information available from ALDERMINSTER 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>Parish Council within the Stratford District Council Area and the Warwickshire County Council Area.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard Copy - Contact Clerk	Nil Nil
Contact details for Parish Clerk and Council members Clerk Mr. M. Moody	Website Hard Copy – Contact Clerk	Nil Nil
Location of main Council office and accessibility details There is no office for the Council, the Clerk can be contacted on 01789459073 or by email alderminster.pc@tesco.net or info@alderminster.gov.uk	Website Hard Copy – Contact Clerk	Nil Nil
Staffing structure – Only one member of staff who is the Parish Clerk	Website Hard Copy – Contact Clerk	Nil Nil

<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 annual accounts (last audited accounts)</p> <p>Previous seven years annual accounts</p>	<p>(hard copy and/or website)</p> <p>Website Hard Copy – Contact Clerk</p> <p>Hard Copy – Contact Clerk</p>	<p>Nil Nil Nil</p>
<p>Annual return form and report by auditor</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil Nil</p>
<p>Finalised budget</p>	<p>Hard Copy – Contact Clerk</p>	<p>Nil</p>
<p>Precept</p>	<p>Hard Copy – Contact Clerk</p>	<p>Nil</p>
<p>Borrowing Approval letter</p>		
<p>Financial Standing Orders and Regulations</p>	<p>Hard Copy – Contact Clerk</p>	<p>Nil</p>
<p>Grants given and received (Included in annual accounts)</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil Nil</p>
<p>List of current contracts awarded and value of contract</p>		
<p>Members' allowances and expenses</p>		
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Parish Plan</p>	<p>(hard copy and/or website)</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil Nil</p>
<p>Quality status</p>		
<p>Local charters drawn up in accordance with DCLG guidelines</p>		

Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy and/or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – Contact Clerk	Nil Nil
Agendas of meetings (as above)	Website Hard Copy – Contact Clerk	Nil Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – Contact Clerk	Nil Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – Contact Clerk	Nil Nil
Responses to consultation papers		
Responses to planning applications		
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 orders	Hard Copy – Contact Clerk	Nil
Committee and sub-committee terms of reference		
Delegated authority in respect of officers	Hard Copy – Contact Clerk	Nil
Code of Conduct		
Policy statements		

Freedom of Information Act – Guide to Information

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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 – Contact Clerk	Nil
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)		
Register of members' interests	Hard Copy – Contact Clerk	Nil
Register of gifts and hospitality	Hard Copy – Contact Clerk	Nil

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>		
<p>Burial grounds and closed churchyards</p>		
<p>Community centres and village halls</p>		
<p>Parks, playing fields and recreational facilities</p>		
<p>Seating, litter bins, clocks, memorials and lighting</p>		
<p>Bus shelters</p>		
<p>Markets</p>		
<p>Public conveniences</p>		
<p>Agency agreements</p>		
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>		
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

Mr. Michael Moody, Telephone 01789459073 or email info@alderminster-pc.gov.uk or by writing to Stour View, Alderminster, Stratford upon Avon CV37 8NY

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 *
	Photocopying @ ..p per sheet (colour) Not available	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