

## Information available from Eastington Parish Council under the model publication scheme

Information will be provided within 21 days of receipt of request where the information is requested in hard copy or email format. Appointments must be made when requestors wish to inspect the information held at the Parish Council offices.

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Parish Council and its Committees	EPC Website and hard copy	10p per A4 B&W sheet supplied
Contact details for Parish Clerk and Parish Council members	EPC Website and hard copy	10p per A4 B&W sheet supplied
Location of main Parish Council office and accessibility details	EPC Website and hard copy	10p per A4 B&W sheet supplied
Staffing structure	One member of staff (Clerk)	

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 or website)	
Annual return form and report by auditor	EPC Website and hard copy	10p per A4 B&W sheet supplied
Finalised budget	EPC Website and hard copy	10p per A4 B&W sheet supplied
Precept	EPC Website and hard copy	10p per A4 B&W sheet supplied
Borrowing Approval letter	Hard copy	10p per A4 B&W sheet supplied
Financial Standing Orders and Regulations	EPC Website and hard copy	10p per A4 B&W sheet supplied
Grants given and received	EPC Website and hard copy	10p per A4 B&W sheet supplied
List of current contracts awarded and value of contract	Hard copy	10p per A4 B&W sheet supplied
Members' allowances and expenses	Hard copy	10p per A4 B&W sheet supplied
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish Meeting (current and previous year as a minimum)	EPC Website and hard copy	10p per A4 B&W sheet supplied
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Scheme Adopted: 13<sup>th</sup> October 2015  
Reviewed Annually Next review: October 2017

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	EPC Website and hard copy	10p per A4 B&W sheet supplied
Agendas of meetings (as above)	EPC Website and hard copy	10p per A4 B&W sheet supplied
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	EPC Website and hard copy	10p per A4 B&W sheet supplied
Reports presented to Parish Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	EPC Website and hard copy	10p per A4 B&W sheet supplied
Responses to consultation papers	Hard copy	10p per A4 B&W sheet supplied
Responses to planning applications	EPC Website and hard copy	10p per A4 B&W sheet supplied
Bye-laws	Not applicable	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Parish Council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	EPC Website and hard copy	10p per A4 B&W sheet supplied

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	EPC Website and hard copy	10p per A4 B&W sheet supplied
Information security policy	EPC Website and hard copy	10p per A4 B&W sheet supplied
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	EPC Website and hard copy	10p per A4 B&W sheet supplied
Schedule of charges (for the publication of information)		
<p><b>Class 6 – Lists and Registers</b></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	EPC Website and hard copy	10p per A4 B&W sheet supplied
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)	Not applicable	
Register of members' interests	EPC Website and hard copy	10p per A4 B&W sheet supplied
Register of gifts and hospitality	Hard copy	10p per A4 B&W

		sheet supplied
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	Not applicable	
Burial grounds and closed churchyards	Hard copy	10p per A4 B&W sheet supplied
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Asset register	
Bus shelters	Asset register	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the Parish Council is entitled to recover a fee, together with those fees (e.g. burial fees)	EPC Website and hard copy	10p per A4 B&W sheet supplied
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None.		

**Contact details:**

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Scheme Adopted: 13<sup>th</sup> October 2015

Reviewed Annually Next review: October 2017

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Paper = 1.5p per sheet Ink = 5.5p per sheet Time = 25p per minute *Actual cost 32p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority