

Information available from Hadley and Leegomery Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Hard copy – contact Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – contact Clerk	Free
Location of main Council office and accessibility details	Hard copy – contact Clerk	Free
Staffing structure	Hard copy – contact Clerk	10p/sheet
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		
Annual return form and report by auditor	Hard copy – contact Clerk	60p
Finalised budget	Hard copy – contact Clerk	10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p/sheet – total £1.10
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	None paid	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Hard copy – contact Clerk	10p/sheet
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)	Hard copy – contact Clerk	10p/sheet
Agendas of meetings (as above)	Hard copy – contact Clerk	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Hard copy – contact Clerk	10p/sheet
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	10p/sheet

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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Hard copy – contact Clerk (Currently under review)	10p/sheet
Information security policy	Not currently available	
Records management policies (records retention, destruction and archive)	Not currently available	
Data protection policies	Not currently available	
Schedule of charges (for the publication of information)	Hard copy – contact Clerk	free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy; 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)	Hard copy, or in some cases inspection – contact Clerk	10p/sheet
Assets Register	Hard copy – contact Clerk	10p/sheet
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 held	
Register of members' interests	Hard copy – contact Clerk	10p/sheet
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; some information may only be available by inspection)	
Burial grounds and closed churchyards	Hard copy – contact Clerk	10p/sheet
Community centres and village halls	Hard copy – contact Clerk	10p/sheet
Memorials and lighting	Hard copy – contact Clerk	10p/sheet
Bus shelters	Hard copy – contact Clerk	10p/sheet
Public conveniences	Hard copy – contact Clerk	10p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Clerk	10p/sheet
Charges amounting to less than £1.00 will be waived.		
If information is required to be posted, the cost of posting will be added to the charge made		

Contact details:

**The Clerk to the Council
Hadley and Leegomery Parish Council
Castle Farm Community Centre
High Street
Hadley
Telford
TF1 5NL**

Telephone: 01952 245501

Email: clerk.hlpc@btconnect.com

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class
		* the actual cost incurred by the public authority