

Information available from Clipstone 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>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>	<p>Website: www.clipstoneparishcouncil.org</p>	
<p>Who's who on the Council and its Committees</p>	<p>Website</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website/notice board (clerk only)</p>	
<p>Location of main Council office and accessibility details</p>	<p>Website/notice board</p>	
<p>Staffing structure</p>	<p>Website</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) Current and previous financial year as a minimum	Website	
Annual return form and report by auditor	Website/Notice board/hard copy	£0.15 per sheet
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard copy	£0.15 per sheet
List of current contracts awarded and value of contract	Hard copy	£0.15 per sheet
Members' allowances and expenses	Hard Copy	£0.15 per sheet
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)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website as	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions		(Hard Copy or Website)
(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 board	
Agendas of meetings (as above)	Website/Notice board	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website once signed as true copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard Copy	£0.15 per sheet
Responses to planning applications	Website: https://www.newark-sherwooddc.gov.uk/your-council/planning-services/	
Bye-laws	Hard Copy	£0.15 per sheet

<p>Class 5 – Our policies and procedures (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 council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference</p>	Website/hard copy		£0.15 per sheet
<p>Delegated authority in respect of officers Code of Conduct Policy statements</p>	Website/hard copy where applicable	£0.15 per sheet	

Policies and procedures for the provision of services and about the employment of staff:	Website/hard copy where applicable	£0.15 per sheet
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)	Website/hard copy where applicable	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Schedule of charges for the publication of information)	Website	
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)		
Assets Register	Website	
Disclosure log (indicating the information that has been provided in response to recommended as good practice, but may not be held by parish councils)	Hardcopy requests;	
Register of members' interests	Website	
Register of gifts and hospitality	Hard copy	

<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>	(Hard copy or Website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	Website/Hard copy	£0.15 per sheet
Community centres and village halls	Website/Hard copy	£0.15 per sheet
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
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)	Website/Hard copy	£0.15 per sheet
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

**The Clerk
Clipstone Parish Council
The Village Hall
Church Road
Clipstone
Mansfield
Notts
NG21 9DF**

**Telephone: 01623-626857
E-mail: clerk@clipstoneparishcouncil.org**

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 @ .15p per sheet (black & white)	Actual cost *
	Photocopying @ .15p per sheet (colour)	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

Publication scheme adopted xxxxxxx

Review date xxxxxxx

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