

Information available from Aldwincle Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website www.aldwincleparishcouncil.gov.uk	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Parish Clerk clerk@aldwincleparishcouncil.gov.uk	
Staffing structure	Clerk is only employee	n/a

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	Website	Free
Finalised budget	Website (Minutes)	Free
Precept	Website (Minutes)	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy	10p/sheet
List of current contracts awarded and value of contract	On request from Clerk	10p/sheet
Members' allowances and expenses	Hard Copy	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	No proposals currently	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

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 and Parish Notice Board	Free
Agendas of meetings (as above)	Website and NoticeBoard	Free
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website and NoticeBoard (draft only on Board)	Free
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Website and/or from the Clerk 3 days before the meeting.	10p/sheet
Responses to consultation papers	Hard copy or minutes	10p/sheet
Responses to planning applications	Hard copy or minutes	10p/sheet
Bye-laws	None	
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	Website	Free
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers	N/A	
Code of Conduct	Website	Free

Policy statements	Website	Free
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	N/A	
Equality and diversity policy	N/A	
Health and safety policy	N/A	
Recruitment policies (including current vacancies)	N/A	
Policies and procedures for handling requests for information	Website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	10p/copy
Information security policy	Clerk	
Records management policies (records retention, destruction and archive)	Clerk	
Data protection policies	Website	
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers	some information may only be available by inspection	
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)	None	
Assets Register	Website	Free
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)	Parish Clerk	10p/sheet
Register of members' interests	Website link to NNC	

Register of gifts and hospitality	Parish 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	some information may only be available by inspection	
Allotments	N/A to date	
Burial grounds and closed churchyards	N/A PCC and Redundant Churches	
Community centres and village halls	N/A Village Hall Committee	
Parks, playing fields and recreational facilities	Website minutes	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p/sheet
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)	N/A	
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: Parish Clerk: clerk@aldwincleparishcouncil.gov.uk

Complaints Procedure

The council would normally expect the Clerk to understand what information you have asked for and either provide it or tell you where you can find it. If the information is not what you asked for you should go back to the Clerk. If the information is not available, you will be told why.

If you believe that the Council has not dealt with your request fairly and cannot deal with it satisfactorily on an informal basis, you can resort to the Council's complaints procedure. Details of the procedure and the reporting form are available from the Clerk and on the Council's website.

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 @ 10p 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