

## Information available from Salford Priors Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost (* See note at end)
<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>	<p>(hard copy and/or website)</p> <ol style="list-style-type: none"> <li>1. On the Website</li> <li>2. Hard copy from the Parish Office (charge may apply)</li> <li>3. From the Clerk</li> <li>4. From the Noticeboards</li> <li>5. From Councillors</li> </ol>	Free*
Who's who on the Council and its Committees	1,2,3,4,&5	Free*
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	1,2,3,4,&5	Free*
Location of main Council office and accessibility details	1,3,&5	Free*
Staffing structure	1,2,3,4,&5	Free*
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website)</p> <p>1,2,&amp;3</p>	Free*

Annual return form and report by auditor	2,&3	Free*
Finalised budget	2,&3	Free*
Precept	2,&3	Free*
Borrowing Approval letter	2,&3	Free*
Financial Standing Orders and Regulations	2,&3	Free*
Grants given and received	2,&3	Free*
List of current contracts awarded and value of contract	2,&3	Free*
Members' allowances and expenses	2,&3	Free*
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	2,&3	Free*
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	1,2,&3	Free*
Quality status	1,2,&3	Free*
Local charters drawn up in accordance with DCLG guidelines	2,&3	Free*
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website) 1,2,&3	Free*
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	1,2,&3	Free*
Agendas of meetings (as above)	1,2,&3	Free*

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	1,2,&3	Free*
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	2,&3	Free*
Responses to consultation papers	2,&3	Free*
Responses to planning applications	1,2,&3	Free*
Bye-laws	2,&3	Free*
		Free*
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website) 2,&3	Free*
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	2,&3	Free*
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	2,&3	Free*

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)		
Information security policy	2,&3	Free*
Records management policies (records retention, destruction and archive)	2,&3	Free*
Data protection policies	2,&3	Free*
Schedule of charges )for the publication of information)	2,&3	Free*
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(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)	2,&3	Free*
Assets Register	2,&3	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)	2,&3	Free*
Register of members' interests	2,&3	Free*
Register of gifts and hospitality	2,&3	Free*
<b>Class 7 – The services we offer</b> (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	2,&3	Free*

Burial grounds and closed churchyards	2,&3	Free*
Community centres and village halls	2,&3	Free*
Parks, playing fields and recreational facilities	2,&3	Free*
Seating, litter bins, clocks, memorials and lighting	2,&3	Free*
Bus shelters	2,&3	Free*
Markets	2,&3	Free*
Public conveniences	2,&3	Free*
Agency agreements	2,&3	Free*
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	2,&3	Free*
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

The Clerk, Salford Priors Parish Council, 29 Ebsdorf Close, Bidford on Avon, Alcester, B50 4FQ

Tel: 01789 491 336 (Parish Office – open 10am to 12noon Tues, Wed, & Fri.)

Tel: 01789 772 934 (Home)

E-mail: [clerk@salfordpriors.gov.uk](mailto:clerk@salfordpriors.gov.uk)

Web: [www.salfordpriors.gov.uk](http://www.salfordpriors.gov.uk)

## **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 6p per sheet (black & white)	Actual cost incurred
	Photocopying 25p per sheet (colour) (printing only)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

### **\* IMPORTANT NOTE**

Whereas the Council is pleased to generally provide information free of charge, where large quantities of copies or extensive research or travelling is required then a charge will be made as follows:

For time spent in excess of one hour - a charge of £25 per hour.

For travel costs incurred - a charge of 40p per mile.

For any other expenses - at cost.