

Information available from Walmer Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 – 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.</p>		
Who's who on the Council and its Committees	Hard copy, website and by email	10 p per A4 sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy, website and by email	10 p per A4 sheet plus postage
Location of main Council office and accessibility details	Hard copy, website and by email	10 p per A4 sheet plus postage
Staffing structure	Hard copy, website and by email	10 p per A4 sheet plus postage

<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</p>		
Annual return form and report by auditor	Hard copy, website and by email	10 p per A4 sheet plus postage
Finalised budget	Hard copy and by email	10 p per A4 sheet plus postage
Precept	Hard copy and by email	10 p per A4 sheet plus postage
Financial Standing orders and Regulations	Hard copy and by email	10 p per A4 sheet plus postage
Grants given and received	Hard copy and by email	10 p per A4 sheet plus postage
List of current contracts awarded and value of contract		
Members' allowances and expenses	Hard copy and by email	10 p per A4 sheet plus postage

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, website and by email	10 p per A4 sheet plus postage
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, website and by email	
Agendas of meetings (as above)	hard copy, website and by email	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy, website and by email	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Minutes, hard copy, website and by email	
Responses to consultation papers	Minutes, hard copy, website and by email	
Responses to planning applications	Minutes, hard copy, website and by email	
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	hard copy, website and by email hard copy, website and by email hard copy hard copy, website and by email	

Policy statements	hard copy	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal 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>		
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers	(hard copy or website; 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)		
Assets Register		
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)		
Register of members' interests	hard copy	
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 – including Tenancy Agreement	hard copy, website or by email	
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
Hawkshill newsletter	hard copy	
Walmer Design Statement	hard copy	

Contact details:

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