

Information available from Ewshot Parish Council under the model publication scheme

| Information to be published | How the information can be obtained estimated no. pages | Cost |
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| 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. | Hard copy and/or website | Free |
| Who's who on the Council and its Committees | Website Hard copy from Clerk on request | Free |
| Contact details for Parish Clerk and Council members (named contacts wherewith telephone number and email address (if used)) | Website Hard copy from Clerk on request | Free |
| Location of main Council office and accessibility details | Website Hard copy from Clerk on request | Free |
| Staffing structure | Website Hard copy from Clerk on request | Free |
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| 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 | Hard copy and/or website | Free |
| Annual return form and report by Auditor | Website Hard copy from Clerk on request | Free |
| Finalised budget | Hard copy from Clerk on request | Free |
| Precept | Hard copy from Clerk on request | Free |
| Borrowing Approval letter | N/A | Free |
| Financial Standing Orders and Regulations | Website Hard copy from Clerk on request | Free |
| Grants given and received | Website – published in Minutes Hard copy from Clerk on request | Free |
| List of current contracts awarded and value of contract | Website – published in Minutes Hard copy from Clerk on request | Free |
| Members' allowances and expenses | Hard copy from Clerk on request | Free |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Hard copy and/or website | Free |
| Parish Plan (current and previous year as a minimum) | N/A | Free |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website – summary in Minutes | Free |
| Quality status | N/A | Free |
| Local charters drawn up in accordance with DCLG guidelines | N/A | Free |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | Hard copy and/or website | Free |
| Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website Hard copy from Clerk on request | Free |
| Agendas of meetings (as above) | Website Hard copy from Clerk on request | Free |
| Minutes of meetings (as above) | Website Hard copy from Clerk on request | Free |
| Reports presented to council meetings | Website – published in Minutes Hard copy from Clerk on request | Free |
| Responses to consultation papers | Website – published in | Free |

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| | Minutes Hard copy from Clerk on request | |
| Responses to planning applications | Website – published in Minutes Hard copy from Clerk on request | Free |
| Bye-laws | N/A | Free |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Hard copy and/or website | 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 | Website Hard copy from Clerk on request | 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 | Website Hard copy from Clerk on request | Free |

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| 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 | Website Hard copy from Clerk on request | Free |
| Records management policies (records retention, destruction and archive) | Website Hard copy from Clerk on request | Free |
| Data protection policies | Website Hard copy from Clerk on request | Free |
| Schedule of charges (for the publication of information) | Website Hard copy from Clerk on request | Free |
| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard copy and/or website | Free |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Website Hard copy from Clerk on request | Free |
| Assets Register | Website Hard copy from Clerk on request | 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) | N/A | Free |

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| Register of members' interests | Website Hard copy from Clerk on request | Free |
| Register of gifts and hospitality | Website Hard copy from Clerk on request | Free |
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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | Hard copy and/or website | Free |
| Current information only | | |
| Allotments | N/A | Free |
| Burial grounds and closed churchyards | N/A | Free |
| Community centres and village halls | N/A | Free |
| Parks, playing fields and recreational facilities | Website Hard copy from Clerk on request | Free |
| Seating, litter bins, clocks, memorials and lighting | Website Hard copy from Clerk on request | Free |
| Bus shelters | Website Hard copy from Clerk on request | Free |
| Markets | N/A | Free |
| Public conveniences | N/A | Free |
| Agency agreements | Website Hard copy from Clerk on | Free |

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| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A | Free |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
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