

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
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

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

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

	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
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

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

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
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	Hard copy and/or website	Free
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

	request	
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		