

Information available from Coxhoe Parish 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.	Website	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	Website	Free
Staffing structure	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	Website Accounts available hard copy	Free 40p + 2nd postage
Annual return form and report by auditor	Website Hard copy	Free 40p + 2nd postage
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free

Class 3 – What our priorities are and how we are doing. Strategies and plans, performance indicators, audits, inspections and reviews.	Website or Hard copy	Free 40p + 2nd postage
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines.	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum.	Website	Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Notice boards and Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers. These may be included in reports and minutes.	Website	Free
Responses to planning applications	These are included in minutes and available in the Planning website.	Free
Bye-laws (if any held by the parish).	Website	Free
Class 5 – Our policies and procedures. Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	Website or Hard copy)	Free 40p + 2nd postage
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Website Website	Free Free

Delegated authority in respect of officers	Website	Free
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	Website	Free
Equality and diversity policy	Website	Free
Health and safety policy	Website	Free
Recruitment policies (including current vacancies)	Website	Free
Policies and procedures for handling requests for information	Website	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges)for the publication of information)	Website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Website or Hard copy; some information may only be available by inspection.	Free 40p + 2nd postage
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	N/A	
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).	Hard copy	16p + 2nd postage
Register of members' interests	Website via DCC Link	Free
Register of gifts and hospitality	Hard copy	16p + 2nd postage
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.	Website or Hard copy; some information may only be available by inspection.	Free 40p + 2nd postage
Allotments	Website	Free
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free

Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Website (if any).	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).	Website (if any).	Free
Contact details.	Website	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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 @ 4p per sheet (black & white)	Actual cost.
	Photocopying @ 8p per sheet (colour)	Actual cost.
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote actual statute)
Other		

This model publication scheme was agreed by the council at its meeting held on the 6th May 2015.