

## Information available from Cookhill Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<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>		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and notice boards	
Location of main Council office and accessibility details	6 Marshfield Close Church Hill North Redditch B98 8RW	
Staffing structure	Parish clerk	

<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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Available for inspection	
Finalised budget	Available for inspection	
Precept	Available for inspection	
Borrowing Approval letter	NA	
Financial Standing Orders and Regulations	Available for inspection	
Grants given and received	Available for inspection	
List of current contracts awarded and value of contract	Available for inspection	
Members' allowances and expenses	Available for inspection	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Under production	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	On website	
Quality status	NA	
Local charters drawn up in accordance with DCLG guidelines	NA	
<b>Class 4 – How we make decisions</b> (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)	On website	
Agendas of meetings (as above)	On website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	On website	
Responses to consultation papers	NA	
Responses to planning applications	On website	
Bye-laws	NA	
<b>Class 5 – Our policies and procedures</b> (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 Policy statements	Available for inspection	

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 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)	Available for inspection         Available for Inspection	
Information security policy	Available for inspection	
Records management policies (records retention, destruction and archive)	Available for inspection	
Data protection policies	Available for inspection	
Schedule of charges (for the publication of information)	See attached schedule	
<p><b>Class 6 – Lists and Registers</b></p>  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)	NA	
Assets Register	Available for inspection	
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)	NA	
Register of members' interests	Available for inspection	
Register of gifts and hospitality	NA	
<p><b>Class 7 – The services we offer</b></p>		

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Contact Parish Clerk	
Burial grounds and closed churchyards	NA	
Community centres and village halls	NA	
Parks, playing fields and recreational facilities	Contact Parish Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact Parish Clerk	
Bus shelters	Contact Parish Clerk	
Markets	NA	
Public conveniences	NA	
Agency agreements	NA	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	NA	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Mrs Mary Shephard**  
**Clerk and Responsible Financial Officer to Cookhill Parish Council**  
**6 Marshfield Close**  
**Church Hill North**  
**Redditch**  
**Worcs B98 8RW**  
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#### 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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	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>		

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