

INFORMATION AVAILABLE FROM PEMBRIDGE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, and contacts This will be current information only	Pembridge Parish website Hard Copy from Clerk	Free 50p per sheet
Who’s who on the Council and its Committees	Pembridge Parish website Hard Copy from Clerk	Free 50p per sheet
Contact details for Parish Clerk and Council Members (names contacts where possible with telephone number and e mail address (if used)	Pembridge Parish website Hard Copy from Clerk- Clerk and Councillor details on Noticeboards	Free 50p per sheet
Class 2– What we spend and how we spend it (Financial information related to projected and actual income and expenditure, and financial audit) Current and previous financial year as a minimum	Pembridge Parish website Hard Copy from Clerk	Free 50p per sheet
Annual return form and report by auditor, financial budget & precept	Pembridge Parish website Hard Copy from Clerk	Free 50p per sheet
Financial Standing Orders and Regulations. Grants given and received. List of current contracts awarded and the value of contract.	Pembridge Parish website Hard Copy from Clerk	Free 50p per sheet
Members allowances and expenses	Pembridge Parish website Hard Copy from Clerk	Free 50p per sheet
Class 3– What our priorities are and how we are doing Parish NDP Plan , questionnaire and results, consultations and minutes Annual Report to Parish Meeting (current and previous year as a minimum) Quality Status	Pembridge Parish website Pembridge Parish website	Free Free
Class 4– How we make decisions (Decision making processes and records of decisions)		

<p>Current and previous council year as a minimum Timetable of meetings (Council, any committee meetings and parish meetings) Agenda's of meetings as above. Minutes of meeting (nb excludes information that is properly regarded as private to the meeting)</p>	<p>Pembridge Parish website Hard Copy from Clerk</p>	<p>Free 50p per sheet</p>
<p>Reports presented to Council meetings (nb excludes information that is properly regarded as private to the meeting) Responses to consultation papers Responses to planning applications Bye laws</p>	<p>Hard copy from Clerk Hard Copy from Clerk Hard Copy from Clerk Hard Copy from Clerk</p>	<p>50p per sheet 50p per sheet 50p per sheet 50p per sheet</p>
<p>Class 5– Our policies and procedures</p>		
<p>Current protocols, policies and procedures for the delivery of council services and responsibilities</p>		
<p>Procedural standing orders Committee and Working Group terms of reference Delegated authority in respect of officer Code of Conduct Policy statements</p>	<p>Pembridge Parish website Hard Copy from Clerk</p> <p>Same for all</p>	<p>Free 50p per sheet</p> <p>Same for all</p>
<p>Policies and procedures for handling requests for information Equality & Diversity policy Freedom of Information policy Complaints procedure Records management policies (records retention, destruction and archive) Schedule of charges for the publication of information</p>	<p>Pembridge Parish website Hard Copy from Clerk</p> <p>Same for all</p>	<p>Free 50p per sheet</p> <p>Same for all</p>
<p>Class 6 – Lists and Registers</p>		
<p>Assets Register Register of members' interests Register of gifts or hospitality</p>	<p>Pembridge Parish website Hard Copy from Clerk</p>	<p>Free 50p per sheet</p>
<p>Class 7– The services we offer</p>		
<p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only.</p>		
<p>Village Hall, recreational facilities, public conveniences, bell tower, memorials, litter bins & seating</p>	<p>Pembridge Parish website</p>	<p>Free</p>

A summary of services for which the council is entitled to recover a fee, together with those fees – magazine advertisers	Hard Copy from Clerk	50p per sheet

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 at 50p per sheet (black & white)	Actual cost 50p
	Photocopying at 60p per sheet (colour)	Actual cost 60p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

May 2017