



Information available from Halwill Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>	hard copy	
Who's who on the Council and its Committees	hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy	
Location of main Council office and accessibility details	hard copy	
Staffing structure	hard copy	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	hard copy	



Annual return form and report by auditor	hard copy	
Finalised budget	hard copy	
Precept	hard copy	
Borrowing Approval letter	hard copy	
Financial Standing Orders and Regulations	hard copy	
Grants given and received	hard copy	
List of current contracts awarded and value of contract	hard copy	
Members' allowances and expenses	hard copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy	
Parish Plan (current and previous year as a minimum)	hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy	
Quality status	hard copy	
Local charters drawn up in accordance with DCLG guidelines	hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions)	hard copy	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy	



Agendas of meetings (as above)	hard copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy	
Responses to consultation papers	hard copy	
Responses to planning applications	hard copy	
Bye-laws	hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy	
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	hard copy	
Policies and procedures for the provision of services and about the employment of staff:	hard copy	



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)		
Information security policy	hard copy	
Records management policies (records retention, destruction and archive)	hard copy	
Data protection policies	hard copy	
Schedule of charges (for the publication of information)	hard copy	
Class 6 – Lists and Registers Currently maintained lists and registers only	hard copy: some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	hard copy	
Assets Register	hard copy	
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	
Register of members' interests	hard copy	
Register of gifts and hospitality	hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and	hard copy	



newsletters produced for the public and businesses) Current information only		
Burial grounds and closed churchyards	hard copy	
Community centres and village halls	hard copy	
Parks, playing fields and recreational facilities	hard copy	
Seating, litter bins, clocks, memorials and lighting	hard copy	
Bus shelters	hard copy	
Public conveniences	hard copy	
Agency agreements	hard copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy	



Contact details:

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage at cost	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Administration fee £0.50	Cost of time

* the actual cost incurred by the public authority