

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

Information to be published		
Class1 - Who we are and what we do	How the information can be obtained	Cost
Who's who on the Council and its Committees	Web site	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	All - Web site Clerk - Grapevine	Free Free
Location of main Council office and accessibility details	Contact Clerk	Free
Staffing structure	Web site	Free
<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	Web site & Notice board	Free
Finalised budget	Web site or Clerk for hard copy	Free 10p
Precept	Web site	Free

Borrowing Approval letter		
Financial Standing Orders and Regulations	Contact Clerk for copy	80p
Grants given and received	Contact Clerk	Free
<del>List of current contracts awarded and value of contract</del>	No contracts awarded	
<del>Members' allowances and expenses</del>	No allowances claimed	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
<del>Parish Plan (current and previous year as a minimum)</del>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site	Free
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<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)	Web site	Free
Agendas of meetings (as above)	Web site	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Web site	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Included in minutes Web site	Free

Responses to consultation papers	Contact Clerk	10p
Responses to planning applications	Web site	Free
<del>Bye-laws</del>		
<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	Contact Clerk Contact Clerk Contact Clerk Contact Clerk Contact Clerk	10p a page
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal policies relating to the delivery of services</del> Equality and diversity policy Health and safety policy <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Contact Clerk  Contact Clerk Contact Clerk	10p a page

<del>Information security policy</del>		
<del>Records management policies (records retention, destruction and archive)</del>		
<del>Data protection policies</del>		
Schedule of charges for the publication of information)	Web site	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>		
<del>Assets Register</del>		
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)	Clerk	10p a page
Register of members' interests	Contact MHDC	
Register of gifts and hospitality	Clerk	Free
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
<del>Parks, playing fields and recreational facilities</del>		

Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** [J M Skinner, Clerk to the Council](mailto:J.M.Skinner@guarlford.org.uk)  
[4 Bamford Close](mailto:J.M.Skinner@guarlford.org.uk)  
[Guarlford](mailto:J.M.Skinner@guarlford.org.uk)  
[Malvern WR13 6PF](mailto:J.M.Skinner@guarlford.org.uk)  
[01684 562638](mailto:J.M.Skinner@guarlford.org.uk)  
[clerk@guarlford.org.uk](mailto:J.M.Skinner@guarlford.org.uk)

## 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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p 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>		

\* the actual cost incurred by the public authority