

Information available from Vowchurch & District Group 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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hardcopy or website)	
Who's who on the Council and its Committees	Website Hard copy – Contact Clerk	Free 20p/sheet Plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – Contact Clerk	Free 20p/sheet Plus postage
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 Hard copy – Contact Clerk	Free 20/sheet Plus postage

Annual return form and report by auditor	Website Hard Copy – contact Clerk	Free 20p/sheet Plus postage
Finalised budget	Website Hard Copy – contact Clerk	Free 20p/sheet Plus postage
Financial Regulations	Website Hard copy – contact Clerk	Free 20p/sheet Plus postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 20p/sheet Plus postage
Neighbourhood Plan	Website Hard copy – contact Clerk	Free 20p/sheet Plus postage
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 20p/sheet

		Plus postage
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 20p/sheet Plus postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 20p/sheet Plus postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Risk Assessment Schedule	Website Hard copy – contact Clerk	Free 20p/sheet Plus postage
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures	Website Hard copy – contact Clerk	Free 20p/sheet Plus postage
Class 6 – Lists and Registers	(Hard copy or website; some information may	

Currently maintained lists and registers only	only be available by inspection)	
Assets Register	Hard copy – contact Clerk	20p/sheet Plus postage
Register of members' interests	Website	Free
	Hard copy – contact Clerk	20p/sheet Plus postage
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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 per sheet (Colour)	20p per sheet
	Photocopying per sheet (Black & White)	20p per sheet
	Postage	Actual cost of Royal Mail standard 2 nd class