

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

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Can be viewed via the following:  1. on the Council's website <a href="http://www.papplewick.org">www.papplewick.org</a> 2. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a> 3. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	
Location of main Council office and accessibility details	Not held	
Staffing structure	Not held	

<p><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)</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a></li> <li>2. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.</li> </ol>	
<p>Finalised budget</p>	<p>As above</p>	
<p>Precept</p>	<p>As above</p>	
<p>Borrowing Approval letter</p>	<p>Not held</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. on the Council's website <a href="http://www.papplewick.org">www.papplewick.org</a></li> <li>2. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a></li> <li>3. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.</li> </ol>	
<p>Grants given and received</p>	<p>As above</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Not held</p>	
<p>Members' allowances and expenses</p>	<p>Can be viewed via the following:</p>	

	<ol style="list-style-type: none"> <li>1. on the Council's website <a href="http://www.papplewick.org">www.papplewick.org</a></li> <li>2. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a></li> <li>3. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.</li> </ol>	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. on the Council's website <a href="http://www.papplewick.org">www.papplewick.org</a></li> <li>2. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a></li> <li>3. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.</li> </ol>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As above	
Quality status	Not held	
Local charters drawn up in accordance with DCLG guidelines	Not held	
<p><b>Class 4 – How we make decisions</b></p>		

(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)	Can be viewed via the following:  1. on the Council's website <a href="http://www.papplewick.org">www.papplewick.org</a> 2. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a> 3. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.	
Agendas of meetings (as above)	As above	
Minutes of meetings (as above)	As above	
Reports presented to council meetings	Can be viewed via the following:  1. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a> 2. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.	
Responses to consultation papers	As above	
Responses to planning applications	As above	
Bye-laws	Not held	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. on the Council's website <a href="http://www.papplewick.org">www.papplewick.org</a></li> <li>2. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a></li> <li>3. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.</li> </ol>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	As above	
Information security policy	Not held	
Records management policies (records retention, destruction and archive)	Not held	
Data protection policies	Not held	
Schedule of charges )for the publication of information)		

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list	Not held	
Assets Register	Can be viewed via the following:  1. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a> 2. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.	
Disclosure log	Not held	
Register of members' interests	Can be viewed via the following:  1. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a> 2. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.	
Register of gifts and hospitality	As above	
<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)		
Current information only		

Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Can be viewed via the following:  1. on the Council's website <a href="http://www.papplewick.org">www.papplewick.org</a> 2. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a> 3. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.	
Seating, litter bins, clocks, memorials and lighting	As above - where held	
Bus shelters	As above	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not held	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Can be viewed via the following:  1. on the Council's website <a href="http://www.papplewick.org">www.papplewick.org</a> 2. E-mail at <a href="mailto:clerk@papplewick.org">clerk@papplewick.org</a> 3. By prior arrangement at Council meetings held in the Village Hall, Linby Lane, Papplewick on the second Wednesday of alternate months commencing January and starting at 7.15pm.	

**Contact details:**

Clerk to the Council clerk@papplewick.org

**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 @ .100.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>		

\* the actual cost incurred by the public authority