

Information available from Swallowcliffe Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website / Hard copy
Contact details for Parish Clerk and Council members	Website / Hard copy
<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)	
Annual return form and report by auditor	Website / Hard copy
Finalised budget	Website / Hard copy
Precept	Website / Hard copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website / Hard copy
Grants given and received	Website / Hard copy
List of current contracts awarded and value of contract	Website / Hard copy
Members' allowances and expenses	Website / Hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	N/A

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Annual Report to Parish or Community Meeting	Website / Hard copy
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Hard copy
Agendas of meetings (as above)	Website / Hard copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy
Responses to consultation papers	Website / Hard copy
Responses to planning applications	Website / Hard copy
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
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	Website / Hard copy

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Code of Conduct Policy statements	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	N/A
Information security policy	N/A
Records management policies (records retention, destruction and archive)	N/A
Data protection policies	N/A
Schedule of charges (for the publication of information)	Website / Hard copy
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	(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)	N/A
Assets register	Website / 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)	N/A

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Register of members' interests	Website / Hard copy
Register of gifts and hospitality	N/A
<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	(some information may only be available by inspection)
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Website / Hard copy
Bus shelters	Website / Hard copy
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A

**Contact details:**

Simon Pritchard – Parish Clerk  
 Email: Swallowcliffepc1@gmail.com Tel: 07792 478960

## SCHEDULE OF CHARGES:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost of hard copies</b>	<b>Photocopying @ 10p per sheet</b> (black & white)	Actual cost
<b>Disbursement cost of hard copies</b>	<b>Envelopes @ 10p each</b> (Cost will increase if request cannot be sent as a small letter)	Cost to the council
<b>Disbursement cost of hard copies</b>	<b>Postage 56p</b> (Cost will increase if request cannot be sent as a small letter)	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Disbursement cost of hard copies</b>	<b>Clerks time to get the request together and send, charged at cost.</b>	Cost to the council