

POLESWORTH PARISH COUNCIL

Information available under the model publication scheme adopted November 5, 2008.

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). Current information only		
Who's who on the Council and its Committees	Website Parish notice-board Hard copy from Clerk	Free Free 5 p/A4 sheet + postage
Contact details for Parish Clerk and Council members	Website Parish notice-board Hard copy from Clerk	Free Free 5 p/A4 sheet + postage
Location of main Council office and accessibility details	Website Parish notice-board	Free Free
Staffing structure	None/Not available	N/A
Class 2 – What we spend and how we spend it		
Financial information. Current and previous financial year.		
Annual return form and report by auditor	Notice-board at audit Hard-copy from Clerk	Free 5 p/A4 sheet + postage
Finalised budget	Hard-copy from Clerk	5 p/A4 sheet + postage

Precept (in minutes and accounts)	Website Hard-copy from Clerk	Free 5 p/A4 sheet + postage
Borrowing Approval letter	None/Not available	N/A
Financial Regulations and Standing Orders	Hard-copy from Clerk	5 p/A4 sheet + postage
Grants given and received	Hard-copy from Clerk	5 p/A4 sheet + postage
List of current contracts awarded and value of contract	Hard-copy from Clerk	5 p/A4 sheet + postage
Members' allowances and expenses	Hard-copy from Clerk	5 p/A4 sheet + postage
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews.		
Parish Plan	None/Not available	N/A
Annual Report to Parish or Community Meeting	Hard-copy from Clerk	5 p/A4 sheet + postage
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	No charters/Not available	N/A
Class 4 – How we make decisions Decision making processes and records of decisions.		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free

Agendas of meetings	Branch library Hard-copy from Clerk	Free 5 p/A4 sheet + postage
Minutes of meetings (as above)	Branch library Website Hard-copy from Clerk	Free Free 5 p/A4 sheet + postage
Reports presented to council meetings	Hard-copy from Clerk	5 p/A4 sheet + postage
Responses to consultation papers	Hard-copy from Clerk	5 p/A4 sheet + postage
Responses to planning applications	Minute via website Hard-copy from Clerk	Free 5 p/A4 sheet + postage
Bye-laws	Hard-copy from Clerk	5 p/A4 sheet + postage
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Policies and procedures for the conduct of council business: Financial Regulations & Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	All: hard-copies from Clerk None/Not available	5 p/A4 sheet + postage N/A

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	None/Not available	N/A
Equality and diversity policy	None/Not available	N/A
Health and safety policy	Hard-copy from Clerk	5 p/A4 sheet + postage
Recruitment policies (including current vacancies)	None/Not available	N/A
Policies and procedures for handling requests for information	None/Not available	N/A
Complaints procedures	None/Not available	N/A
Information security policy	None/Not available	N/A
Records management policies (records retention, destruction and archive)	None/Not available	N/A
Data protection policies	Hard-copy from Clerk	5 p/A4 sheet + postage
Schedule of charges (for the publication of information)	None/Not available	N/A
Class 6 – Lists and Registers		
Currently maintained lists and registers only.		
Any publicly available	None/Not available	N/A
Assets Register	Viewing only (Clerk)	Free
Disclosure log	Minutes via website Viewing only (Clerk)	Free Free
Register of members' interests	Viewing only (Clerk) or via N.W.B.C.	Free
Register of gifts and hospitality	None/Not available	N/A
Class 7 – The services we offer		
Current information only.		
Allotments	None/Not available	N/A

Burial grounds and closed churchyards	None/Not available	N/A
Community centres and village halls	None/Not available	N/A
Parks, playing fields and recreational facilities	Asset register (viewing only)	Free
Seating, litter bins, clocks, memorials and lighting	Asset register (viewing only)	Free
Bus shelters	Asset register (viewing only)	Free
Markets	None/Not available	N/A
Public conveniences	None/Not available	N/A
Agency agreements	None/Not available	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None/Not available	N/A

CONTACT DETAILS

Mr D. Craig A.C.I.S.
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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per A4 sheet (black & white)	Paper + copier charge
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	N/A