

Cononley Parish Council

Publication Scheme

Adopted by resolution by Cononley Parish Council at its meeting on 10 October 2017

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.	Website Hard Copy	Free 10p per sheet
Who's who on the Council and its Committees	Website Hard Copy	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p per sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	

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			
Annual return form and report by auditor	Website	Free	
	Hard Copy	10p per sheet	
Finalised budget	Website	Free	
	Hard Copy	10p per sheet	
Precept	Website	Free	
	Hard Copy	10p per sheet	
Borrowing Approval letter	Website	Free	
	Hard Copy	10p per sheet	
Financial Standing Orders and Regulations	Website	Free	
	Hard Copy	10p per sheet	
Grants given and received	Website	Free	

	Hard Copy	10p per sheet
List of current contracts awarded and value of contract	Website	Free
	Hard Copy	10p per sheet
Members' allowances and expenses	Website	Free
	Hard Copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	Free
	Hard Copy	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
	Hard Copy	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
	(hard copy or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per sheet
Agendas of meetings	Website Hard Copy	Free 10p per sheet
Minutes of meetings N.B. this will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 10p per sheet
Reports presented to council meetings N.B. this will exclude information that is properly regarded as private to the meeting	Website Hard Copy	Free 10p per sheet
Responses to consultation papers	Website Hard Copy	Free 10p per sheet
Responses to planning applications	Website	Free
Bye-laws	Website Hard Copy	Free 10p per sheet

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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Website Hard Copy	Free 10p per sheet
Information security policy	Not currently applicable	
Records management policies (records retention, destruction and archive)	Website	Free

	Hard Copy	10p per sheet
Data protection policies	Website	Free
	Hard Copy	10p per sheet
Schedule of charges (for the publication of information)	Website	Free
	Hard Copy	10p per sheet
See <i>appendix</i>		
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; 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)	Not currently applicable	
Assets register	Website	Free
	Hard Copy	10p per sheet
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)	Not currently applicable	
Register of members' interests	Website	Free
	Hard Copy	10p per sheet

Register of gifts and hospitality	Website	Free
	Hard Copy	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	Free
	Hard Copy	10p per sheet
Village Institute	Not currently applicable	
The playing fields	Not currently applicable	
The Bowling Club	Not currently applicable	
Seating, litter bins, clocks, memorials and lighting	Not currently applicable	
Bus shelters	Not currently applicable	

CONTACT DETAILS:

Helen Gibbs
Clerk and RFO to Cononley Parish Council
High Barn
Woodside Lane
Cononley BD20 8PE

Tel: 01535 635046

Email: cononleypc@gmail.com

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 @ .p per sheet (black & white)	Actual cost
	Photocopying @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)