

Information available from Yeovil Without Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Noticeboard Hard Copy	Free Free 10p per sheet plus postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard Hard Copy	Free Free 10p per sheet plus postage
Location of main Council office and accessibility details	Contact Clerk	
Staffing structure	None	

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	(hard copy and/or website)	
Annual return form and report by auditor	Hard Copy	10p per sheet plus postage
Finalised budget	Website Hard Copy	Free 10p per sheet plus postage
Precept	Website Hard Copy	Free 10p per sheet plus postage
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard Copy	10p per sheet plus postage
Grants given and received	Website (within minutes) Hard Copy	Free 10p per sheet plus postage
List of current contracts awarded and value of contract	None	
Members' allowances and expenses	None	
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)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per sheet plus postage
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	

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 Noticeboard Hard Copy	Free Free 10p per sheet plus postage
Agendas of meetings (as above)	Website Noticeboard Hard Copy	Free Free 10p per 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	Free 10p per sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p per sheet plus postage
Responses to consultation papers	Hard Copy	10p per sheet plus postage
Responses to planning applications	Website Hard Copy	Free 10p per sheet plus postage
Bye-laws	None	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<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>	Contact the Clerk with specific request for any policies	10p per sheet plus postage
<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>	Contact the Clerk with specific request for any policies	10p per sheet plus postage
Information security policy	None	
Records management policies (records retention, destruction and archive)	Hard Copy	10 per sheet plus postage
Data protection policies	ICO Website	
Schedule of charges (for the publication of information)	Details attached	

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)	None	
Assets Register	Hard Copy	10p per sheet plus postage
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)	None	
Register of members' interests	Hard Copy	10p per sheet plus postage
Register of gifts and hospitality	None	
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	Hard Copy	10p per sheet plus postage
Burial grounds and closed churchyards	None	
Cemetery and Crematorium	Yeovil Town Council Website	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	Hard Copy	10p per sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet plus postage
Bus shelters	Hard Copy	10p per sheet plus postage
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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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	10p per sheet (black & white)	Actual cost of stationery, & printing
	Photocopying @ 30p per sheet (colour)	Actual cost of stationery, & printing
		Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		None

Reviewed annually at the Annual Parish Council Meeting held in May