

Information available from Crondall Parish Council under the model publication scheme

Information to be published	How the information can be obtained (estimated number of pages) If also available electronically - free of charge	Cost Plus postage where applicable
Class1 - Who we are and what we do		
(Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Hard copy 1 page A4	20p per sheet
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used); location of main Council office and accessibility details;	Hard copy 1 page A4	20p per sheet
Staffing structure	Hard copy 1 page A4	20p per sheet
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 (limited to last Financial Year)	Hard copy 6 pages A4	20p per sheet
Finalised budget	Hard copy 2 pages A4	20p per sheet
Precept (limited to last financial year)	Hard copy 5 pages A4	20p per sheet
Borrowing Approval letter	Not applicable	-
Financial Standing Orders and Regulations (part of Standing Orders)	Hard copy 12 pages A4	20p per sheet
Grants given and received	Hard copy 1 page	20p per sheet

List of current contracts awarded and value of contract	Hard copy 1 page A4	20p per sheet
Members' allowances and expenses	Part of Standing Orders 12 pages A4	20p per sheet
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not applicable	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy (6 pages av.) A4	20p per sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions		
(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)	Hard copy 1 page A4	20p per sheet
Agendas of meetings (as above)	Hard copy 2 pages A4	20p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy (8 pages av.) A4	20p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting (In Committee items)	Hard copy (number of pages as applicable) A4	20p per sheet
Responses to consultation papers	Hard copy (number of pages as applicable) A4	20p per sheet
Responses to planning applications	Hard copy 1 page A4	20p per sheet

Bye-laws	Not applicable	
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:		
Procedural standing orders	Hard copy 12 pages A4	20p per sheet
Committee and sub-committee terms of reference	Part of Standing Orders 12 pages A4	20p per sheet
Delegated authority in respect of officers	Hard copy 1 A4	20p per sheet
Code of Conduct	Hard copy 14 pages A4	20p per sheet
Policy statements	Not available	-
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Not applicable	20p per sheet
Equality and diversity policy	Not available	20p per sheet
Health and safety policy (Risk assessments)	Hard copy 20 pages A4	20p per sheet
Recruitment policies (including current vacancies)	Not available	20p per sheet
Policies and procedures for handling requests for information	Hard copy. Part of standing orders 12 pages A4	20p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Part of Standing Orders 12 pages A4	20p per sheet
Information security policy	Part of Standing Orders 12 pages A4	20p per sheet
Records management policies (records retention, destruction and archive)	Hard copy only 2 pages A4 (extract Local Council Guide)	20p per sheet
Data protection policies	Part of Standing Orders 12 pages A4	20p per sheet

Schedule of charges (for the publication of information) see below	Hard copy 1 page A4	20p per sheet
Class 6 – Lists and Registers	Some information may only be available by personal inspection	
Currently maintained lists and registers only :		
Declaration of Acceptance of Office	Bound registers (Delivery to meeting venue)	Mileage 0.587p per mile
	Hard copy where possible	20p per sheet
Assets Register	Hard copy 2 pages	20p per sheet
Disclosure log (indicating the information that has been provided in response to requests	Hard copy 2 pages	20p per sheet
Register of members' interests	Hard copy 4 pages	20p per sheet
Register of gifts and hospitality	Hard copy 1 page	20p 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		
Allotments	Not applicable	
Burial grounds and closed churchyards	Bound registers (Delivery to meeting venue)	Mileage 0.587p per mile
	Hard copy where possible	20p per sheet
Community Centres and Village Halls	Not applicable	
Parks, playing fields and recreational facilities	Not available	20p per sheet
Seating, litter bins, clocks, memorials and lighting	Not available	
Bus shelters	Not available	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Summary of services for which the council is entitled to recover a fee:		

Burials, Cremations, Scattering of Ashes,	Hard copy 2 pages A4	20p per sheet
Hiring of Football & Cricket Pitches	Hard copy 1 page A4	20p per sheet

Additional Information

Not applicable

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 20p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per A4 sheet (colour)	Actual Cost *
	Mileage (for bound registers) 0.587p per mile or current rate)	Staff mileage rate
	Postage (at 13 th February 2009): Standard letter 1 st Class 36p Standard letter 2 nd class 27p Large letter 1 st class 52p Large letter 2 nd class 42p Postage to be charged at the current rate at time of posting.	Actual cost *
	Statutory Fee	In accordance with the Statutory Instrument 2004 No. 3244.; The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

* the actual cost incurred by the public authority

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