

## Information available from Upwood and the Raveleys Parish Council under the Model Publication Scheme. Adopted 12 May 2014

Information to be published:	How the information can be obtained:	Cost:
<p><b>Class 1 - Who we are and what we do:</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> <p>Who's who on the Council and its Committees</p> <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>Location of main Council office and accessibility details</p> <p>Staffing structure</p>	hard copy or via e-mail	Please refer to the schedule of charges on page 4. There is no charge for the provision of information via e-mail.
<p><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) Current and previous financial year as a minimum</p> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p><del>Borrowing Approval letter</del></p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>List of current contracts awarded and value of contract</p> <p><del>Members' allowances and expenses</del></p>	hard copy or via e-mail	

<b>Class 3 – What our priorities are and how we are doing:</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		Please refer to the schedule of charges on page 4. There is no charge for the provision of information via e-mail.
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
<del>Quality status</del>	hard copy via e-mail	
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions:</b> (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)		
Agendas of meetings (as above)	hard copy or via e-mail	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications	See: <a href="http://www.huntingdonshire.gov.uk/Planning/Pages/default.aspx">http://www.huntingdonshire.gov.uk/Planning/Pages/default.aspx</a>	
Bye-laws	hard copy or via e-mail	
<b>Class 5 – Our policies and procedures:</b> (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only	hard copy or via e-mail	

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		
Policies and procedures for the provision of services and about the employment of staff: 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)		<i>Please refer to the schedule of charges on page 4.  There is no charge for the provision of information via e-mail.</i>
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers:</b> Currently maintained lists and registers only	(hard copy or via e-mail; 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)		
Assets Register		
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)		
Register of members’ interests		
Register of gifts and hospitality		
<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	(hard copy or via e-mail; some information may only be available by inspection)	

		Please refer to the schedule of charges below. There is no charge for the provision of information via e-mail.
Allotments		
Burial grounds and closed churchyards		
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities		
<del>Seating, litter bins, clocks, memorials and lighting</del>		
<del>Bus shelters</del>		
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
A summary of services for which the council is entitled to recover a fee, together with those fees ( cemetery and allotment fees)		
<b>Additional Information:</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
No additional information		

**Contact details:**

Mrs Carol Silverstone  
Parish Clerk and Responsible Financial Officer, Upwood and the Raveleys Parish Council  
Kilimanjaro, 9 Meadow Road, Upwood, Huntingdon, Cambridgeshire. PE262QJ  
Telephone: 01487 812447. E-mail: parishclerk@upwood.org

**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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	None	

\* the actual cost incurred by the public authority