

Information available from St Helen Without Parish Council under the model publication scheme January 2009

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Community website www.wads-village.co.uk and 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))	Community website and Hard copy	Free 10p per sheet
Location of main Council office and accessibility details	Not Applicable	
Staffing structure	Not Applicable	
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet

Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Under review	
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	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)		
Parish Plan (current and previous year as a minimum)	Shippon (in preparation)	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p 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)	Community website Parish Notice Boards Hard copy	Free Free 10p per sheet
Agendas of meetings (as above)	Community website Parish Notice Boards Hard copy	Free Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Community website Parish Notice Boards Hard copy	Free Free 10p per sheet

Information security policy	Not Applicable	
Records management policies (records retention, destruction and archive)	Not Applicable	
Data protection policies	Not Applicable	
Schedule of charges (for the publication of information)	Hard copy	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Not Applicable	10p per sheet
Assets Register	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 Applicable	
Register of members' interests	Contact VWHDC	
Register of gifts and hospitality	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		
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Hard copy	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters	Hard copy	10p per sheet
Markets	Not Applicable	

Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

All requests for hard copies should be made by email or in writing to the Clerk to the Council

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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	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ commercial rate 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)
Other		

*the actual cost incurred by the public authority