

Information available from Temple Guiting 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>	Summary available on our noticeboards. Full information available on the website.	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and noticeboards	Free
Location of main Council office and accessibility details	Home office only	n/a
Staffing structure	No staffing other than Clerk.	n/a
<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	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	None	n/a
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website – accounts and minutes	Free
List of current contracts awarded and value of contract	None	n/a
Members' allowances and expenses	None	n/a
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	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	Not applied for	n/a
Local charters drawn up in accordance with DCLG guidelines	None	n/a
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	Free

Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	None	n/a
Responses to planning applications	Website	Free
Bye-laws	None	n/a
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	All available on the website	Free
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	No services provided None	

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)	None None None Website	Free
Information security policy	None	n/a
Records management policies (records retention, destruction and archive)	None	n/a
Data protection policies	None	n/a
Schedule of charges (for the publication of information)	None	n/a
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	n/a
Assets Register	Website	Free
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	n/a
Register of members' interests	Available at CDC website	n/a
Register of gifts and hospitality	None	n/a
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	Listed as assets on website	Free
Burial grounds and closed churchyards	None	n/a
Community centres and village halls	None	n/a
Parks, playing fields and recreational facilities	None	n/a
Seating, litter bins, clocks, memorials and lighting	Listed as assets on website	Free
Bus shelters	None	n/a
Markets	None	n/a
Public conveniences	None	n/a
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	n/a
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		