

Information available from IGHFIELD Parish Council under the Model Publication Scheme

Revised and adopted April 2024
Next review April 2026

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>	Hard copy and or website	
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Notice Board	
Location of main Council office and accessibility details	Website and Notice Board	
Staffing structure	Clerk's address (known hereon as Parish Office)	

<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>	<p>Hard copy and or website</p>	
<p>Annual return form and report by auditor</p>	<p>Parish Office</p>	<p>10p pp</p>
<p>Finalised budget</p>	<p>Parish Office</p>	<p>10p pp</p>
<p>Precept</p>	<p>Parish Office</p>	<p>10p pp</p>
<p>Financial Standing Orders and Regulations</p>	<p>Parish Office</p>	<p>10p pp</p>
<p>Information to be published</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>Grants given and received</p>	<p>Parish Office/Website</p>	<p>10p pp</p>
<p>List of current contracts awarded and value of contract</p>	<p>Parish Office</p>	<p>10p pp</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Hard copy and or website</p>	
<p>Parish Plan (current)</p>	<p>Parish Website</p>	<p>Free</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Parish Website</p>	<p>Free</p>
<p>Quality status</p>		
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Hard copy and or website</p>	

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Office, Notice Board, Website	
Agendas of meetings (as above)	Website/Notice Board (current)	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Office, Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Office	10p pp
Responses to consultation papers	Parish Office	
Responses to planning applications	Website	
Bye-laws		
Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and or website	10p pp
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)))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 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))))Website)))	Free
Information security policy		
Records management policies (records retention, destruction and archive)	Website	10 pp
Data protection policies	Website	10p pp
Schedule of charges)for the publication of information)	Parish Office	
Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Parish Office (Inspection)	
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)	Parish Office	
Register of members' interests	Parish Office (Inspection)	
Register of gifts and hospitality	N/A N/A	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Parish Office	
Seating, litter bins and lighting	Parish Office	
Bus shelters	Parish Office	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
<p>Information to be published</p>	<p>How the information can be obtained</p>	<p>Cost</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	N/A	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

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Contact details:

Parish Clerk: Currently vacant, contact a councillor.

email: Ightfieldparishcouncil@hotmail.co.uk

www.Ightfieldparishcouncil.org.uk

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 @ 20p per 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