

## Information available from Newnham Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained           | Cost   |
|---|---|--|
| <p><b>Class1 - Who we are and what we do</b><br/>(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> | (hard copy and/or website)                    |  |
| Who's who on the Council and its Committees   | Website & Welcome Pack                        | Free   |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Website,<br>Villager,<br>Welcome Pack         | Free   |
| <del>Location of main Council office and accessibility details</del>  |   |  |
| <del>Staffing structure</del>   |   |  |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(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>                                     | (hard copy and/or website)                    |  |
| Annual return form and report by auditor  | Website<br>Hard copy (Clerk)                  | 20p/sheet plus postage                       |
| Finalised budget  | Annual Report<br>Website<br>Hard copy (Clerk) | Delivered free<br><br>20p/sheet plus postage |

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| Precept  | Website<br>Hard copy (Clerk)                        | 20p/sheet plus postage                   |
| <del>Borrowing Approval letter</del>   |   |  |
| <del>Financial Standing Orders and Regulations</del>   |   |  |
| <del>Grants given and received</del>   |   |  |
| <del>List of current contracts awarded and value of contract</del>   |   |  |
| <del>Members' allowances and expenses</del>  |   |  |
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| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)     | (hard copy or website)                              |  |
| <del>Parish Plan (current and previous year as a minimum)</del>  |   |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | Website<br>Hard copy<br><br>Additional copy (Clerk) | Delivered free to all households<br>Free |
| <del>Quality status</del>  |   |  |
| <del>Local charters drawn up in accordance with DCLG guidelines</del>  |   |  |
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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>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<br>Villager                                 |  |
| Agendas of meetings (as above)   | Website<br>Notice Boards                            |  |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                               | Website<br>Hard copy (Clerk)                        | 20p/sheet plus postage                   |
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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.  | Website<br>Hard copy (Clerk)         | 20p/sheet plus postage |
| Responses to consultation papers   | Website<br>Hard copy (Clerk)         | 20p/sheet plus postage |
| Responses to planning applications   | Hard copy Clerk)                     | 20p/sheet plus postage |
| <del>Bye laws</del>  |                                      |                        |
|  |                                      |                        |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only  | (hard copy or website)               |                        |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br><del>Committee and sub-committee terms of reference</del><br><del>Delegated authority in respect of officers</del><br>Code of Conduct<br><del>Policy statements</del>  | Website<br>Hard copy (Clerk)         | 20p/sheet              |
|  | Website<br>Hard copy (Clerk)         | 20p/sheet              |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | All:<br>Website<br>Hard copy (Clerk) | 20p/sheet plus postage |
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| Information security policy   | Hard copy Clerk)   | 20p/sheet plus postage |
| Records management policies (records retention, destruction and archive)  | Hard copy Clerk)   | 20p/sheet plus postage |
| Data protection policies  | Hard copy Clerk)   | 20p/sheet plus postage |
| Schedule of charges (for the publication of information)  | Website  |                        |
|   |  |                        |
| <b>Class 6 – Lists and Registers</b>  |  |                        |
| 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)                          | Hard copy Clerk)   | 20p/sheet plus postage |
| Assets Register   | Hard copy Clerk)   | 20p/sheet plus postage |
| <del>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)</del> |  |                        |
| Register of members' interests  | Borough Council Standards Officer  |                        |
| Register of gifts and hospitality   | Borough Council Standards Officer  |                        |
|   |  |                        |
| <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)  | (hard copy or website; some information may only be available by inspection) |                        |
| Current information only  |  |                        |
| <del>Allotments</del>   |  |                        |
| <del>Burial grounds and closed churchyards</del>  |  |                        |
| Community centres and village halls   | Clubroom Committee   | Free                   |
| <del>Parks, playing fields and recreational facilities</del>  |  |                        |
| <del>Seating, litter bins, clocks, memorials and lighting</del>   |  |                        |
| Bus shelters  | Hard copy Clerk)   | 20p/sheet plus postage |
| <del>Markets</del>  |  |                        |
| <del>Public conveniences</del>  |  |                        |

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| <b>Agency agreements</b>  |  |  |
| <del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>  |  |  |
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| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above   |  |  |
| <b>Confidentiality:</b> although Newnham Parish Council's policy is to be as open as possible and supply information requested, it may withhold any information if it considers the release of the information would not be in the public interest and could cause significant harm. Any confidential and sensitive information is exempt from the publication scheme.                |  |  |
| <b>Requests for information:</b> should be sent in writing to the Clerk. Applicants have the right to be told whether the information is held by the Parish Council and, if so, to receive the information as a copy or summary, unless it is considered not to be in the public interest to release the information. The Parish Council will respond to all requests within 20 days. |  |  |
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**Contact details:**

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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.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                          | <b>BASIS OF CHARGE</b>   |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying @20p 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>     |   | In accordance with the relevant legislation (quote the actual statute) |
|                          |   |  |
| <b>Other</b>             |   |  |
|                          |   |  |

\* the actual cost incurred by the public authority