

Information available from Eardisland Parish Council under the model publication scheme

26 May 2016

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>	<p>Eardisland Community Website</p> <p>Hard copy from Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Who's who on the Council and its Working Groups</p>	<p>Eardisland Community Website</p> <p>Hard copy from Clerk</p>	<p>Free</p> <p>10p per sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Eardisland Community Website</p> <p>Hard copy from Clerk – Clerk's details in Bus Shelter Notice Board</p>	<p>Free</p> <p>10p per sheet</p>
<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>Annual return form and report by auditor</p>	<p>Eardisland Community Website</p> <p>Hard copy from Clerk</p>	<p>Free</p> <p>10p per sheet</p>

Finalised budget	Hard copy from Clerk	10p per sheet
Precept letter	Hard copy from Clerk	10p per sheet
Financial Regulations and Standing Orders	Eardisland Community Website	Free
	Hard copy from Clerk	10p per sheet
Grants given and received	Hard copy from Clerk	10p per sheet
Members expenses	Hard copy from Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Led Plan	Eardisland Community Website	Free
Annual Parish Meeting Report (current and previous year as a minimum)	Eardisland Community Website	Free
	Hard copy from Clerk	10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and parish meetings)	Eardisland Community Website	Free
	Bus Shelter Notice Board	Free
Agendas of meetings (as above)	Eardisland Community Website	Free
	Bus Shelter Notice Board	Free
	Community Shop	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Eardisland Community Website	Free
	Community Shop	Free
	Hard copy from Clerk	10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p per sheet
Responses to consultation papers	Hard copy from Clerk	10p per sheet
Responses to planning applications	Hard copy from Clerk	10p per sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Standing orders Code of Conduct Policy statements</p>	<p>) Eardisland Community Website)) Hard copy from Clerk</p>	<p>) Free)) 10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality opportunity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p>	<p>) Eardisland Community Website)) Hard copy from Clerk)</p>	<p>) Free)) 10p per sheet)</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Eardisland Community Website Hard copy from Clerk</p>	<p>Free 10p per sheet</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(some information may only be available by inspection)</p>	
<p>Any publicly available register or list (eg. Electoral Register)</p>	<p>Inspection via Clerk</p>	<p>Free</p>
<p>Assets Register</p>	<p>Hard copy from Clerk</p>	<p>10p per sheet</p>
<p>Register of members' interests</p>	<p>Eardisland Community Website Hard copy from Clerk</p>	<p>Free 10p per sheet</p>

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(some information may only be available by inspection)	
Burial grounds and churchyard maintenance	In Council Meeting Minutes	See above
Village halls	Village Hall Management Committee	
Play area	In Council Meeting Minutes	See above
Seating and litter bins	In Council Meeting Minutes	See above
Bus shelters maintenance records	Inspection via Clerk	Free
Agency agreements	Inspection via Clerk	Free
Additional Information		

Contact details: Alison Sutton, Parish Clerk, 7 John Davies Place, Westcroft, Leominster, Herefordshire, HR6 8JD. Tel: 07789 322771. Email: eardislandclerk@gmail.com

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/printing @ 10p per sheet (black & white or colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class

Signed: *John Haslam*

Date: *26/5/16*

Chairman Eardisland Council