

Information available from Penkridge Parish Council under the Model Publication Scheme.

Information to be published	How the information can be obtained	Cost
<p align="center">Class1 - Who we are and what we do Organisational information, structures, locations and contacts</p>		
<p align="center">Who's who on the Council and its Committees</p>	<p align="center">Website Hardcopy</p>	<p align="center">Free 10p per sheet</p>
<p align="center">Contact details for Parish Clerk and Council members</p>	<p align="center">Website Hardcopy</p>	<p align="center">Free 10p per sheet</p>
<p align="center">Location of main Council office and accessibility details</p>	<p align="center">Website Hardcopy</p>	<p align="center">Free 10p per sheet</p>
<p align="center">Staffing structure</p>	<p align="center">Website Hardcopy</p>	<p align="center">Free 10p per sheet</p>
<p align="center">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 align="center">Annual return form and report by auditor</p>	<p align="center">Website Hardcopy</p>	<p align="center">Free 10p per sheet</p>
<p align="center">Finalised budget</p>	<p align="center">Website Hardcopy</p>	<p align="center">Free 10p per sheet</p>

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Precept	Website Hardcopy	Free 10p per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website Hardcopy	Free 10p per sheet
Grants given and received	Hardcopy	10p per sheet
List of current contracts awarded and value of contract	Hardcopy	10p per sheet
Members' allowances and expenses	Hardcopy	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	Currently being updated	10p per sheet
Annual Report to Parish or Community Meeting	Website Hardcopy	Free 10p per sheet
Quality status	Website Hardcopy	Free 10p per sheet
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

Information to be published	How the information can be obtained	Cost
<p style="text-align: center;">Class 4 – How we make decisions Decision making processes and records of decisions</p>		
<p style="text-align: center;">Timetable of meetings</p>	<p style="text-align: center;">Website Hardcopy</p>	<p style="text-align: center;">Free 10p per sheet</p>
<p style="text-align: center;">Agendas of meetings</p>	<p style="text-align: center;">Website Hardcopy</p>	<p style="text-align: center;">Free 10p per sheet</p>
<p style="text-align: center;">Minutes of meetings</p>	<p style="text-align: center;">Website Hardcopy</p>	<p style="text-align: center;">Free 10p per sheet</p>
<p style="text-align: center;">Reports presented to council meetings</p>	<p style="text-align: center;">Hardcopy</p>	<p style="text-align: center;">10p per sheet</p>
<p style="text-align: center;">Responses to consultation papers</p>	<p style="text-align: center;">Hardcopy</p>	<p style="text-align: center;">10p per sheet</p>
<p style="text-align: center;">Responses to planning applications</p>	<p style="text-align: center;">Hardcopy</p>	<p style="text-align: center;">10p per sheet</p>
<p style="text-align: center;">Bye-laws</p>	<p style="text-align: center;">Hardcopy</p>	<p style="text-align: center;">10p per sheet</p>

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<p align="center">Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p>		
<p>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</p>	Hardcopy	10p per sheet
<p>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 Policies and procedures for handling requests for information Complaints procedures</p>	Hardcopy	10p per sheet
<p align="center">Information security policy</p>	Hardcopy	10p per sheet
<p align="center">Records management policies (records retention, destruction and archive)</p>	Hardcopy	10p per sheet
<p align="center">Data protection policies</p>	Hardcopy	10p per sheet
<p align="center">Schedule of charges</p>	Hardcopy	10p per sheet

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only		
Electoral Register	Read only	Free
Assets Register	Hardcopy	10p per sheet
Disclosure log	N/A	N/A
Register of members' interests	Hardcopy	10p per sheet
Register of gifts and hospitality	Hardcopy	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	Website Hardcopy	Free 10p per sheet
Burial grounds and closed churchyards	Website Hardcopy	Free 10p per sheet
Community centres and village halls – Haling Dene Centre	Website Hardcopy	Free 10p per sheet
Parks, playing fields and recreational facilities	Website Hardcopy	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hardcopy	10p per sheet

Information to be published	How the information can be obtained	Cost
Bus shelters	Hardcopy	10p per sheet
Markets	N/A	N/A
Public conveniences	Website Hardcopy	Free 10p per sheet
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hardcopy	10p per sheet
<u>Contact details:</u> Parish Administrator – Mrs Lesley Griffiths Penkridge Parish Council Haling Dene Centre, Cannock Road, Penkridge, Stafford ST19 5DT Telephone: 01785 714157 Email: clerk@penkpc.co.uk Office Hours: Monday to Friday 9.00am to 5.00pm		

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 @ 15p per sheet (colour)	Actual cost*
	Postage 55p	Actual cost of Royal Mail standard 2 nd class
*Statutory Fee		In accordance with the relevant legislation
Other	Retrieval fee	Up to 18 hours free of charge over 18 hours £25 per hour.

* the actual cost incurred by the public authority