

**Information available from Ebrington parish council under the model publication scheme**  
**2016-01-30**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard copy            Email            Website</p>	<p>10p/A4            free            free</p>
Who's who on the Council and its Committees	hard copy, email or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy, email or website	
Location of main Council office and accessibility details	clerk's home address	
Staffing structure	clerk is the only employee	
<p><b>Class 2 – What we spend and how we spend it</b>            (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, email or website	
Annual return form and report by auditor	hard copy, email or website	
Finalised budget	hard copy, email or website	

Precept	hard copy, email or website	
Borrowing Approval letter	EPC has no borrowings	
Financial Standing Orders and Regulations	hard copy, email or website	
Grants given and received	hard copy, email or website	
List of current contracts awarded and value of contract	hard copy, email or website	
Members' allowances and expenses	hard copy, email or website	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	none available	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy, email or website	
Quality status	none available	
Local charters drawn up in accordance with DCLG guidelines	none available	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	hard copy, email or website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy, email or website	
Agendas of meetings (as above)	hard copy, email or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy, email or website	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy, email or website	
Responses to consultation papers	hard copy, email or website	
Responses to planning applications	hard copy, email or website	
Bye-laws	none available	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	hard copy, email 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	hard copy, email or website hard copy, email or website none available hard copy, email or website none available	
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)	none available none available none available none available	

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	hard copy, email or website hard copy, email or website	
Information security policy	none available	
Records management policies (records retention, destruction and archive)	none available	
Data protection policies	hard copy, email or website	
Schedule of charges for the publication of information	see above and below	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	hard copy, email or website	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	hard copy, email or website	
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)	refer meeting minutes	
Register of members' interests	refer CDC	
Register of gifts and hospitality	none available	
<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)		
Current information only	none available	

Allotments	none available	
Burial grounds and closed churchyards	none available	
Community centres and village halls	refer village hall committee	
Parks, playing fields and recreational facilities	refer playing field committee	
Seating, litter bins, clocks, memorials and lighting		
Bus shelters	none available	
Markets	none available	
Public conveniences	none available	
Agency agreements	none available	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	none available	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

## 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 @10p 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