

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

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Hard Copy	Free 10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p
<del>Location of main Council office and accessibility details</del>		
<del>Staffing structure</del>		
<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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	60p
Finalised budget	Within Minutes (see below)	
Precept	Within Minutes (see below)	
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	By Email Hard Copy	Free 10p/ sheet
Grants given and received	Within Minutes (see below)	

List of current contracts awarded and value of contract	(Within Minutes) (see below)	
<del>Members' allowances and expenses</del>	By Email Hard Copy	Free 10p/ sheet
<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)	Website Hard Copy	Free 10p/ sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p/ sheet
<del>Quality status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p/ sheet
Agendas of meetings (as above)	Email Hard Copy	Free 10p/ sheet
Minutes of meetings (as above) – N.B this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p/ sheet
Reports presented to council meetings – N.B this will exclude information that is properly regarded as private to the meeting.	Within Minutes	
Responses to consultation papers	Within Minutes	
Responses to planning applications	Within Minutes	
Bye-laws	Within Minutes	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference (within Standing Orders)  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>By Email  Hard Copy</p>	<p>Free  10p/ sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p><del>Internal policies relating to the delivery of services</del>  <del>Equality and diversity policy</del>  Health and safety policy (under Risk Assessment Policy)  <del>Recruitment policies (including current vacancies)</del>  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>By Email  Hard Copy</p>	<p>Free  10p/ sheet</p>
<p>Information security policy (under Risk Assessment Policy)</p> <p><del>Records management policies (records retention, destruction and archive)</del>  <del>Data protection policies</del></p>	<p>By Email  Hard Copy</p>	<p>Free  10p/ sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>By Email  Hard Copy</p>	<p>Free  10p/ sheet</p>

<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	By Email Hard Copy	Free 10p/ sheet
Assets Register	By Email Hard Copy	Free 10p/ sheet
Disclosure log	Within Minutes	
Register of members' interests	By Email Hard Copy	Free 10p/ sheet
Register of gifts and hospitality	By Email Hard Copy	Free 10p/ sheet
<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		
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
<del>Parks, playing fields and recreational facilities</del>		
<del>Seating, litter bins, clocks, memorials and lighting</del>		
<del>Bus shelters</del>		
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Mrs Liz Hart (Parish Clerk)**  
**Station House, Station Road, Helmdon, NN13 5QS**  
**Tel: 01295 760130**  
**Email: parishcouncil@helmdon.com**

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10.p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b><u>Note that cleared funds must be received in advance</u></b>		

\* the actual cost incurred by the public authority