

Information available from Cotford St Luke Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Noticeboard	
Staffing structure	One employee – The Clerk & RFO	

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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given and received	Minuted – available on Website	
List of current contracts awarded and value of contract	Minuted – available on website	
Members' allowances and expenses	Minuted – available on website	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website in Annual minutes	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
	Minutes available on Website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and Noticeboards	
Agendas of meetings (as above)	Website and noticeboards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Will be added as an attachment to the agenda and found on the Website	
Responses to consultation papers	Minuted – available on Website	
Responses to planning applications	Minuted – available on Website and SC planning portal	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:	All available on Website	

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers * Code of Conduct	If formed available on website *Within Financial regulations – available on website	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information** Complaints procedures (including those covering requests for information and operating the publication scheme)	All available on Website **Within this policy	
Data protection policies	Website	
Schedule of charges (for the publication of information)**	Within this policy	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Website	
Register of members' interests	Somerset Council Website	

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	(hard copy or website; some information may only be available by inspection)	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs Helen McGladdery – Parish Clerk & RFO

clerk@cotford-st-luke.org.uk

Tel: 07450 877637

<https://www.cotford-st-luke.org.uk/>

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 @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority