

Information available from Long Itchington Parish Council under the model publication scheme

Costs for all categories will be charged at the discretion of the Council, will be reasonable and proportionate and will not exceed 10p per sheet

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	
Who's who on the Council and its Committees	Website/Clerk
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Clerk
Location of main Council office and accessibility details	The Community Centre Stockton Road Long Itchington Southam CV47 9QP Tel. 01926 815216 e-mail: parishcouncil@longitchington.com
Staffing structure	Website/Clerk

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	
Annual return form and report by auditor	Hard copy from Clerk
Finalised budget	Hard copy from Clerk
Precept	Hard copy from Clerk
Borrowing Approval letter	Hard copy from Clerk
Financial Standing Orders and Regulations	Electronic/hard copies from Clerk
Grants given and received	Hard copy from Clerk
List of current contracts awarded and value of contract	Hard copy from Clerk
Members' allowances and expenses	None claimed
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Completed by April 2009
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Clerk
CiLCA	Currently working towards this qualification
Local charters drawn up in accordance with DCLG guidelines	N/A
Neighbourhood Plan	Currently working towards completion
Class 4 – How we make decisions	

(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/Clerk
Agendas of meetings (as above)	Website/Parish Noticeboards/Clerk
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Clerk
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Electronic/hard copies from Clerk
Responses to consultation papers	Electronic/hard copies from Clerk
Responses to planning applications	Electronic/hard copies from Clerk
Bye-laws	Contact Clerk
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: Procedural standing orders Working Party terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Electronic/hard copies from Clerk
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	No written policy held for these items

Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Electronic/hard copies from Clerk
Information security policy	Current risk assessment available from Clerk
Records management policies (records retention, destruction and archive)	No written policy held
Data protection policies	No written policy held
Class 6 – Lists and Registers Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register	Electronic/hard copies from Clerk
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)	N/A
Register of members' interests	Hard copy/Clerk
Register of gifts and hospitality	Hard copy/Clerk
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	Not owned by Parish Council
Burial grounds and closed churchyards	Not owned by Parish Council
Community centres and village halls	Information available from Clerk

Parks, playing fields and recreational facilities	Information available from Clerk
Seating, litter bins, memorials and lighting	Information available from Clerk
Bus shelters	Information available from Clerk
Markets	N/A
Public conveniences	Information available from Clerk
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Parish Diary	Clerk

Contact details:

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www.longitchingtonparishcouncil.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 *
	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