

Information available from Steep Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website or hard copy via the Clerk	10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy via the Clerk	10p
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	

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	Hard copy via the Clerk	10p per page
Finalised budget	Hard copy via the Clerk	10p
Precept	Hard copy via the Clerk	10p
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy via the Clerk	10p per page
Grants given and received	Not applicable	
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	
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)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy via the Clerk	10p per page
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboards/Website or hard copy via the Clerk	10p per page
Agendas of meetings (as above)	Noticeboards/Website or hardcopy via the Clerk	10p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Noticeboards/Website or hard copy via the Clerk	10p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy via the Clerk	10p per page
Responses to consultation papers	Hard copy via the Clerk	10p per page
Responses to planning applications	Website or Hard copy via the Clerk	10p
Bye-laws	Not applicable	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Available 2010</p> <p>Hard copy via the Clerk Not applicable</p>	<p>10p per page</p> <p>10p per page</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy 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)</p>	<p>Not applicable Not applicable Not applicable Not applicable Not applicable</p>	<p>10p per page</p>

Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policy	Hard copy via the Clerk	10p
Schedule of charges (for the publication of information)	See end of document	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Hard copy via the Clerk	10p
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)	Not applicable	
Register of members' interests	Hard copy via the Clerk	10p per page
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Limited info. available from the Clerk	
Burial grounds and closed churchyards	None available	
Village hall	Website/Hard copy via the Clerk	10p per page

Parks, playing fields and recreational facilities	None available	
Seating, litter bins, clocks, memorials and lighting	None available	
Bus shelters	None available	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village Design Statement	Some copies still available	FoC

Contact details: Jenny Hollington , Clerk to Steep Parish Council, Rose Cottage, Ridge Common Lane, Stroud, Petersfield, GU32 1AX – Telephone 01730 267784

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	Printing @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage – 27p (or as per weight of package)	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority