## Coleorton Parish Council Information available under the model publication scheme Website:www.coleortonparishcouncil.org.uk

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Notice board by Office Hard copy contact the Parish Clerk	Free Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice board by Office Hard copy contact the Parish Clerk	Free Free Free
Location of main Council office and accessibility details	No office Available on website	Free
Staffing structure	Parish Clerk	Free Free Free
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 from Parish Clerk	£1.00
Finalised budget / Precept	Website Hard copy from Parish Clerk	Free 10p per sheet
Financial Standing Orders and Regulations	Website	Free

Clerk   Sheet		Hard copy from Parish	10p per
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List of current contracts awarded and value of contract  List of current contracts awarded and value of contract  Website (Full Council minutes) Hard copy from Parish Clerk  Members' allowances and expenses  Website (Full Council minutes) Hard copy from Parish Clerk  Messite (Full Council minutes) Hard copy from Parish Clerk  Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)  Annual report (Minutes from Annual Parish Meeting) Charter with NWLDC  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)  Agendas of meetings (as above)  Website  Free Hard copy from Parish Clerk  Website  Free 10p per 5clerk  Free	Grants given and received		
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Minutes of meetings (as above) – nb this will exclude information that is properly  Website  Free	Minutes of meetings (as above) – nb this will exclude information that is properly		
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	Clerk	sheet
	Available from inspection	Free
Reports presented to council meetings - nb this will exclude information that is properly	Website	Free
regarded as private to the meeting.	Hard copy from Parish	10p per
	Clerk	sheet
Responses to consultation papers	Website	Free
	Hard copy from Parish	10p per
	Clerk	sheet
Responses to planning applications	Website	Free
	Hard copy from Parish	10p per
	Clerk	sheet
Class 5 – Our policies and procedures	(hard copy or website)	
(Current written protocols, policies and procedures for delivering our services		
and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:	Website	Free
Procedural standing orders	Hard copy from Parish	10p per
Code of Conduct	Clerk	sheet
Policy statements		
Committee Terms of Reference		
Policies and procedures for the provision of services and about the employment		
of staff:	Website	Free
Equality and diversity policy	Hard copy from Parish	10p per
Health and safety policy	Clerk	sheet
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and		
operating the publication scheme)		
Information Security Policy /Records Management Policy		
Data protection policies	Website	Free
	Hard copy from Parish	10p per
	Clerk	sheet
Schedule of charges (for the publication of information)	Website	Free
	Hard copy from Parish	10p per
	Clerk	sheet

Class 6 – Lists and Registers  Currently maintained lists and registers only	(hard copy or website; some information may only be available by	
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Assets Register – Part of Annual Accounts	Website Hard copy from Parish Clerk	Free 10p per sheet
Register of members' interests	Website Hard copy from Parish Clerk	Free 10p per sheet
Register of gifts and hospitality	Website Hard copy from Parish Clerk	Free 10p per sheet
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	Website Hard copy from Parish Clerk	Free 10p per sheet
Village halls	Website Hard copy from Parish Clerk	Free 10p per sheet
Parks, playing fields and recreational facilities	Website Hard copy from Parish Clerk	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard copy from Parish Clerk	Free 10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. allotment fees)	Website Hard copy from Parish Clerk	Free 10p per sheet

Additional Information  This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None applicable	
Note: The following items included in the national model publication scheme are not applicable to Coleorton Parish Council and therefore have been deleted: members allowances, Quality Status, Byelaws, Delegated authority, Internal polices, Recruitment polices, disclosure log, Services (public convenience, bus shelters, agency agreements)		
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## **Contact details:**

Clerk to the Council Fiona Palmer 40a The Spittal Castle Donington DE74 2NQ

Tel: 07312094205

Email: <a href="mailto:parishclerk@coleorton.org.uk">parishclerk@coleorton.org.uk</a>

## **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)	Copying 0.6p, paper & administration charge 9.4p per copy
	Photocopying (colour) Not available	N/A
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Supply Information not listed in publication	£10 per hour for responding to requests for information	Actual cost of wages

scheme	not listed in the Councils	
	Publication Scheme	
	(Minimum charge £10)	

<sup>\*</sup> the actual cost incurred by the public authority

This policy was adopted by Coleorton Parish Council on: 9 March 2020; reviewed March 2023.