

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

Staffing structure	Website/Clerk	
<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 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	
<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)	To be Completed by April 2009	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Clerk	
Quality status	Current	

Local charters drawn up in accordance with DCLG guidelines	N/A	
<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/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	
<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  Working Party terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Electronic/hard copies from Clerk	
<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>No written policy held for these items</p> <p>Electronic/hard copies from Clerk</p>	
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	

<b>Class 6 – Lists and Registers</b>		
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	
<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		
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	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Diary	Clerk	

**Contact details:**

**Sue Jack**  
**Parish Clerk**  
**The Community Centre**  
**Stockton Road**  
**Long Itchington**  
**Southam CV47 9QP**

**Tel: 01926 815216**  
**E-mail: [liparishcouncil@aol.com](mailto:liparishcouncil@aol.com)**  
**[www.longitchingtonparishcouncil.org.uk](http://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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority