

Information available from Hartford Parish Council under the model publication scheme dated 1 January 2009

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do 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	hard copy and/or website	
Contact details for Parish Clerk and Council members named contacts where possible with telephone number and email address if used	hard copy and/or website	
Location of main Council office and accessibility details	hard copy and/or website	
Staffing structure	hard copy and/or website	
<p>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</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	hard copy and/or website	
Finalised budget	hard copy and/or website	
Precept	hard copy and/or website	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	hard copy and/or website	
Grants given and received	hard copy and/or website	
List of current contracts awarded and value of contract	hard copy and/or website	
Members' allowances and expenses	hard copy and/or website	

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	hard copy and/or website	
Annual Report to Parish or Community Meeting current and previous year as a minimum	hard copy and/or website	
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		
Timetable of meetings Council, any committee/sub-committee meetings and parish meetings	hard copy and/or website	
Agendas of meetings as above	hard copy and/or website	
Minutes of meetings as above – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	
Responses to consultation papers	hard copy and/or website	
Responses to planning applications	hard copy and/or website	
Bye-laws	N/A	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference		

Delegated authority in respect of officers Code of Conduct Policy statements	hard copy and/or website	
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 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	hard copy and/or website	
Information security policy	hard copy and/or website	
Records management policies records retention, destruction and archive	hard copy and/or website	
Data protection policies	hard copy and/or website	
Schedule of charges for the publication of information	hard copy and/or website	
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	by inspection	
Assets Register	hard copy and/or website	
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		
Register of members' interests	hard copy and/or website	
Register of gifts and hospitality	N/A	
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		

Allotments	hard copy and/or website	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	hard copy and/or website	
Parks, playing fields and recreational facilities	hard copy and/or website	
Seating, litter bins, clocks, memorials and lighting	hard copy and/or website	
Bus shelters	hard copy and/or website	
Markets	N/A	
Public conveniences	N/A	
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		

Contact details:

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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	Cost of Royal Mail standard 2 nd class (27p per 100g)
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority