

Information available from Culgaith Parish Council under the model publication scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council	Website Hard copy – Parish Clerk	Free 10p/Sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – Parish Clerk	Free 10p/Sheet
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 – contact Clerk	10p/sheet
Finalised budget	Hard copy – contact Clerk	10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Website Hard copy – Parish Clerk	Free 10p/Sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard copy – contact Clerk	Free 10p/Sheet
Annual Report to Parish (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p/Sheet
Quality status	Website Hard copy – contact Clerk	Free 10p/Sheet
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 Hard copy – contact Clerk	Free 10p/Sheet
Agendas of meetings (as above)	Hard copy – contact Clerk	10p/Sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p/Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/Sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/Sheet
Responses to planning applications	Hard copy – contact Clerk	10p/Sheet

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	Website Hard copy – contact Clerk	Free 10p/Sheet
Complaints procedures (including those covering requests for information & operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p/Sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p/Sheet
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard Copy – Parish Clerk	10p/Sheet
Register of members' interests	Hard Copy – Parish Clerk	10p/Sheet
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		
Bus shelters	Hard Copy – Parish Clerk	10p/Sheet
Additional Information		
Managing Village Greens	Hard Copy – Parish Clerk	10p/Sheet
Playground equipment	Hard Copy – Parish Clerk	10p/Sheet

Contact details: Culgaith Parish Council
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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 *
	Photocopying @ 20.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority