

INFORMATION AVAILABLE FROM
IRON ACTON PARISH COUNCIL
 Under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – WHO WE ARE AND WHAT WE CAN DO		
Who is on the Council, and it's Committees	Readily available on Parish Council web site, or paper copy available by contacting the Clerk.	Nil
Contact details for Parish Clerk and Council members	Parish Clerk contact details on both Parish Notice Boards, web site or by contacting the Clerk.	
Location of main Council office and accessibility details.	Not applicable.	
Staffing structure.	Not applicable.	
Class 2 – WHAT WE SPEND AND HOW WE SPEND IT		
Annual Return Form	Parish Council web site, paper copy available by contacting the Clerk.	Nil
Report by Independent Internal Auditor	Paper copy available by contacting the Clerk.	
Finalised Budget	As above.	
Precept	As above.	
Borrowing Approval Letter	Not applicable.	
Financial Standing Orders and Regulations	See Standing Orders.	
Grants given and received	Electronic or paper copy available by contacting the Clerk.	
List of current contracts awarded and value of contract	As above.	
Members' allowances and expenses	N/A	
Class 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
Parish Plan (current and previous year as a minimum)	Not applicable.	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Council web site, electronic or paper copy available by contacting the Parish Clerk.	
Quality Status	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	

Class 4 – HOW WE MAKE DECISIONS		
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	On notice boards, web site, electronic or paper copy available by contacting the Parish Clerk.	Nil
Agendas of meetings (as above)	Current agenda available on parish notice boards, and web site, electronic copy or paper copy available by contacting Clerk. Previous agendas available by contacting the Clerk.	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Approved minutes available on Parish Council web site, electronic or paper copies available by contacting the Parish Clerk.	
Reports presented to Council meetings – NB this will exclude information that is properly regarded as private to the meeting.	Paper copies available by contacting the Parish Clerk.	
Responses to consultation papers	As above.	
Responses to planning applications	As above.	
Bye-Laws	As above.	
Class 5 – OUR POLICIES AND PROCEDURES		
Policies and Procedures for the conduct of Council business: Procedural Standing Orders Code of Conduct Policy Statements	Electronic or paper copy available by contacting the Parish Clerk.	Nil
Policies and procedures for the provision of services and about the employment of staff: Policies and Procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	As above.	
Information Security Policy	As above.	
Records Management Policy (records retention, destruction and archive)	As above.	
Data Protection Policies	As above.	
Schedule of Charges (for the publication of information)	As above.	
Class 6 – LIST OF REGISTERS		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection of Records available by contacting the Parish Clerk.	Nil
Assets Register	As above.	

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.	Nil
Register of Members' Interests	Paper copy available by contacting the Parish Clerk.	
Register of Gifts and Hospitality	Electronic or paper copy available by contacting the Parish Clerk.	
Class 7 – THE SERVICES WE OFFER		Nil
Allotments	Electronic or paper copy available by contacting the Parish Clerk.	
Burial Grounds and Closed Churchyards	Inspection of Records available by contacting the Parish Clerk.	
Community Centres and Village Halls	Not applicable.	
Parks, playing fields and recreational facilities	Electronic or paper copy available by contacting the Parish Clerk.	
Seating, litter bins, clocks, memorials and lighting	Not applicable.	
Bus Shelters	Electronic or paper copy available by contacting the Parish Clerk.	
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 (eg burial fees)	Electronic or paper copy available by contacting the Parish Clerk.	

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.

NB – Iron Acton Parish Council will make no charge for photocopying of items.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 1 st Class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

*the actual cost incurred by the public authority