

Information available from SILEBY Parish Council under the model publication scheme

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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Sileby Parish Council 41 High Street SILEBY Leics LE12 7RX Office: 10.00 am -12.00pm Website	Free
Staffing structure	Website	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 contact Clerk	10p per A4 page
Finalised budget	Hard copy – contact Clerk	10p per A4 page
Precept	Hard copy – contact Clerk Website	10p per A4 page Free
Financial Standing Orders and Regulations	Hard copy – contact Clerk Website	10p per A4 page Free
Grants given and received		
List of current contracts awarded and value of contract	Hard copy – contact Clerk Website	10p per A4 page Free
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)	
Parish Plan (current and previous year as a minimum)	Hard copy – contact Clerk Website	10p per A4 page Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk Website	10p per A4 page Free

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy and/or website)	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website Parish Notice Boards Hard copy – contact Clerk</p>	<p>Free Free 10p per A4 page</p>
<p>Agendas of meetings (as above)</p>	<p>Website Parish Notice Boards Hard copy – contact Clerk</p>	<p>Free Free 10p per A4 page</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Parish Notice Boards Hard copy – contact Clerk</p>	<p>Free Free 10p per A4 page</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy – contact Clerk</p>	<p>10p per A4 page</p>
<p>Responses to consultation papers</p>	<p>Hard copy – contact Clerk</p>	<p>10p per A4 page</p>
<p>Responses to planning applications</p>	<p>Hard copy – contact Clerk Website</p>	<p>10p per A4 page Free</p>
<p>Bye-laws</p>	<p>Hard copy – contact Clerk</p>	<p>10p per A4 page</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders) Committee and sub-committee terms of reference) Delegated authority in respect of officers) Hard copy – contact Clerk Code of Conduct) Policy statements)</p>		10p per A4 page
<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) Hard copy – contact Clerk 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>		10p per A4 page
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	

Assets Register	Hard copy – contact Clerk	10p per A4 page
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	Charnwood Borough Council	
Register of gifts and hospitality	Charnwood Borough Council	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy – contact Clerk Website	10p per A4 page Free
Garages	Hard copy – contact Clerk	10p per A4 page
Community centre	Hard copy – contact Clerk Website	10p per A4 page Free
Parks, playing fields and recreational facilities	Hard copy – contact Clerk Website	10p per A4 page Free
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk Website	10p per A4 page Free
Bus shelters	Hard copy – contact Clerk Website	10p per A4 page Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact Clerk	10p per A4 page
Additional Information This will provide Councils with the opportunity to publish information that is not		

itemised in the lists above		
Freedom of Information Guidance Notes Cemetery Records	Website Website Documents available at Council offices – Contact Clerk	Free Free

*Existing electronic copies of information will be provided free of charge on request to the Clerk if they are not readily available on the Parish Council's website.

Contact details:

Mrs R Richardson
 Clerk to Sileby Parish Council
 41 High Street
 SILEBY
 Leics LE12 7RX
 Tel: 01509 813075
 Fax: 01509 815288
 Email@ clerk@silebyparishcouncil.gov.uk
www.silebyparishcouncil.gov.uk

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)	0.05p copy charge 9.5p Admin & paper charge
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A
Other		N/A