

Information available from Queniborough Parish Council under the model publication scheme 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>		
Who's who on the Council and its Committees	Web site/ Hard copy - contact Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web site Hard copy - contact Clerk	Free
Location of main Council office and accessibility details	Web site Parish notice boards Hard copy – contact Clerk	Free
Staffing structure	Web site Hard copy – contact Clerk	Free

<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 <i>(Note to Councillors: this is a minimum. Add future years to grow database?)</i></p>		
Annual return form and report by auditor	Hard copy – contact Clerk	Free
Finalised budget	Web site Hard copy – contact Clerk	Free
Precept	Web site Hard copy – contact Clerk	Free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Web site Hard copy – contact Clerk	Free
Grants given and received	Web site Hard copy – contact Clerk	Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Free
Members’ allowances and expenses	Web site Hard copy – contact Clerk	Free
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		

Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site Hard copy – contact Clerk	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
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)	Web site Hard copy – contact Clerk	Free
Agendas of meetings (as above)	Web site Hard copy – contact Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy – contact Clerk	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy – contact Clerk	Free
Responses to consultation papers	Web site Hard copy – contact Clerk	Free
Responses to planning applications	Charnwood Borough Council Web site Hard copy – contact Clerk	Free
Bye-laws	Not applicable	

<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>		
<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 Code of Conduct <i>(Policy statements – remove as not applicable)</i></p>	<p>Web site Hard copy – contact Clerk</p>	<p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p><i>(Internal policies relating to the delivery of services</i> <i>Equality and diversity policy</i> <i>Health and safety policy</i> <i>Recruitment policies (including current vacancies) – remove as not applicable)</i> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Not applicable</p>	<p>Free</p>
<p>Information security policy</p>	<p>Not applicable</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>contact Clerk</p>	<p>Free</p>
<p>Data protection policies</p>	<p>Not applicable</p>	
<p>Schedule of charges)for the publication of information)</p>	<p>No charge made</p>	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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	Web site Hard copy – contact 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)	For inspection – contact Clerk	
Register of members' interests	For inspection – contact Clerk	
Register of gifts and hospitality	For inspection – contact Clerk	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Web site Hard copy – contact Clerk	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Web site Hard copy – contact Clerk	

Seating, litter bins, clocks, memorials and lighting	Web site Hard copy – contact Clerk	
Bus shelters	Web site Hard copy – contact 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 (e.g. burial fees)	Web site Hard copy – contact Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not applicable	

Contact details:

**The Parish Clerk,
Queniborough Parish Council,
Parish Office,
Rearsby Road,**

**Queniborough,
Leicestershire LE7 3DH**

Tel: 0116 26033133 email: queniboroughpc@tiscali.co.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 @ ..p per sheet (black & white)	No charge
	Photocopying @ ..p per sheet (colour)	No charge
	Postage	No charge
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority