

## Information available from Hartwell Parish Council under the model publication scheme

Information to be published	How information can be obtained	Cost
<p><b>Class 1 Who are we and what we do</b> (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>	<p>Hard copy</p> <p>Email</p> <p>Website</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p>
Who's who on the Council	<p>Hard copy</p> <p>Email</p> <p>Website</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Hard copy</p> <p>Email</p> <p>Website</p> <p>Notice Boards</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p> <p>Free</p>
Location of main Council office and accessibility details	<p>Hard copy</p> <p>Email</p> <p>Website</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p>
<p><b>Class 2 – What we spend and how we spend it</b> (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	10p per sheet

Finalised budget	Hard Copy Email	10p per sheet Free
Precept	Hard Copy Email	10p per sheet Free
Borrowing Approval letter (if applicable)	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Hard Copy Email	10p per sheet Free
Grants given and received	Hard Copy Email	10p per sheet Free
List of current contacts awarded and value of contract	Hard Copy Email	10p per sheet Free
Members allowances and expenses	Hard Copy Email	10p per sheet Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard Copy Email	10p per sheet Free
Annual Report to Parish Community Meeting (current and previous year as a minimum)	Hard Copy Email	10p per sheet Free
Quality status	Hard Copy Email	10p per sheet Free
Local charters drawn up in accordance with DCLG guidelines	Hard Copy Email	10p per sheet Free
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<b>Class 4 – How we make decisions</b> (Decision making process and records of decisions)		
Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/subcommittee meetings and parish meetings)	Hard Copy Email Website	10p per sheet Free Free
Agenda of meetings (as above)	Hard Copy Email Website	10p per sheet Free Free
Minutes of meetings (as above) – this will exclude information that is properly regards as private in the meeting.	Hard Copy Email Website	10p per sheet Free Free
Responses to consultation papers	Hard Copy Email Website	10p per sheet Free Free
Responses to planning applications	Hard Copy Email Website	10p per sheet Free Free
Bye-laws	Hard Copy Email	10p per sheet Free
<b>Class 5 – Our policies and procedures</b> (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 to officers Code of Conduct Policy Statements	Hard Copy Email	10p per sheet Free

<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          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>	<p><b>Hard Copy</b> <b>Email</b></p>	<p><b>10p per sheet</b> <b>Free</b></p>
Information security policy	<p><b>Hard Copy</b> <b>Email</b></p>	<p><b>10p per sheet</b> <b>Free</b></p>
Records management policies (records retentions, destruction and archive)	<p><b>Hard Copy</b> <b>Email</b></p>	<p><b>10p per sheet</b> <b>Free</b></p>
Data protection policies	<p><b>Hard Copy</b> <b>Email</b></p>	<p><b>10p per sheet</b> <b>Free</b></p>
Schedule of charges (for the publication of information)	<p><b>Hard Copy</b> <b>Email</b> <b>Website</b></p>	<p><b>10p per sheet</b> <b>Free</b> <b>Free</b></p>
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website          some information may only          be available by inspection)</p>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<p><b>Hard Copy</b></p>	<p><b>10p per sheet</b></p>
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practise, but may not be held by parish councils)	<p><b>Hard Copy</b></p>	<p><b>10p per sheet</b></p>
Register of members interests	<p><b>Hard Copy</b></p>	<p><b>10p per sheet</b></p>

Register of gifts and hospitality	Hard Copy	10p per sheet
<b>Class 7 – The services we offer</b> (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)	
<b>Allotments</b>	N/A	N/A
<b>Burial grounds and closed churchyards</b>	Hard Copy	10p per sheet
<b>Community centres and village halls</b>	N/A	N/A
<b>Parks, playing fields and recreational facilities</b>	N/A	N/A
<b>Seating, litter bins, clocks, memorials and lighting</b>	Hard Copy	10p per sheet
<b>Bus Shelters</b>	Hard Copy	10p per sheet
<b>Markets</b>	N/A	N/A
<b>Public conveniences</b>	N/A	N/A
<b>Agency agreements</b>	Hard Copy Email	10p per sheet Free
<b>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</b>	Hard Copy Email	10p per sheet Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above.		

**Contact details**

**Parish Clerk  
10 Thrupp Bridge  
Wootton  
Northampton  
NN4 6AR**

**Email: [clerk@hartwellparishcouncil.gov.uk](mailto:clerk@hartwellparishcouncil.gov.uk)**

**Website: [www.hartwellparishcouncil.gov.uk](http://www.hartwellparishcouncil.gov.uk)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	<b>Photocopying @ 10p per sheet Black and White</b>	<b>Actual cost</b>
	<b>Photocopying @ 10p per sheet Colour</b>	<b>Actual cost</b>
	<b>Postage</b>	<b>Actual cost of Royal Mail Standard 2<sup>nd</sup> Class</b>
<b>Statutory Fee</b>		<b>In accordance with the relevant legislation (quote the actual statute)</b>