

Information available from Kirk Ella & West Ella 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>		
Who's who on the Council and its Committees	(website)	No charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(website)	No charge
Location of main Council office and accessibility details	N/A	-
Staffing structure	N/A	-
<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 as a minimum</p>		
Annual return form and report by auditor	(hard copy/email)	50p per sheet
Finalised budget	(hard copy)	50p per sheet
Precept	(hard copy)	50p per sheet
Borrowing Approval letter	(hard copy)	50p per sheet
Financial Standing Orders and Regulations	(hard copy and/or website)	50p per sheet
Grants given and received	N/A	-
List of current contracts awarded and value of contract	N/A	-
Members' allowances and expenses	N/A	-

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy and/or website) (delivered to all properties free of charge annually)	No charge
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)	(hard copy/email/website)	50p per sheet
Agendas of meetings (as above)	(hard copy/email/website)	50p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting, (Part B confidential).	(hard copy/email/website)	50p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	(hard copy)	50p per sheet
Responses to consultation papers	(hard copy/email/website)	50p per sheet
Responses to planning applications	(hard copy/email/website)	50p per 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	(website)	-

Policy statements		
Policies and procedures for the provision of services and about the employment of staff: 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)	(where applicable)	50p per sheet
Information security policy	N/A	-
Records management policies (records retention, destruction and archive)	(website)	-
Data protection policies	(website)	-
Schedule of charges (for the publication of information)	(website)	-
CLASS 6 – LISTS AND REGISTERS		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	(hard copy)	50p per sheet
Register of members' interests	(for inspection only/E.R.Y.C. website)	No charge
Register of gifts and hospitality	(hard copy)	50p per 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		
Seating, litter bins, clocks, memorials and lighting	(hard copy/email/website; some information may only be available	50p per sheet

	by inspection)	
Bus shelters	N/A	-
ADDITIONAL INFORMATION This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(hard copy/email)	50p per sheet

CONTACT DETAILS:

Mrs Amanda Pickering
Clerk to the Council
Kirk Ella & West Ella Parish Council

Tel 01482 649873
Email clerk@kirkella-westella-pc.gov.uk

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

Photocopies are available at a cost of 50 pence per A4 sheet plus the cost of 2nd class postage per request.