

Information available from Shipston Town Council under the model publication scheme
Proposed publication scheme to be proposed at Council meeting 9th November 2015

Information to be published:	How the information can be obtained			
	Paper Copy	Website	n/a	Inspection only
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) <i>This will be current information only</i></p> <p><i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i></p>				
Who's who on the Council and its Working Groups	√	√		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers and email address (if used))	√	√		
Location of main Council office and accessibility details	√	√		
Staffing structure	√	√		
<p>Costs: B&W A4 copies 10p / sheet; Colour A4 copies 40p / sheet All documents on website are freely downloadable</p>				

	Paper Copy	Website	n/a	Inspection only
<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	√	√		
Finalised budget	√	√		
Precept	√	√		
Borrowing Approval letter			√	
Financial Standing Orders and Regulations	√	√		
Grants given and received	√	√		
List of current contracts awarded and value of contract	√	√		
Members' allowances and expenses	√	√		
<p>Costs: B&W A4 copies 10p / sheet; Colour A4 copies 40p / sheet All documents on website are freely downloadable at www.shipstononline.org</p>				

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Information to be published				
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)				
Annual Report to Parish Meeting (current and previous year as a minimum)				
Quality status				
Local charters drawn up in accordance with DCLG guidelines				
Costs: B&W A4 copies 10p / sheet; Colour A4 copies 40p / sheet All documents on website are freely downloadable				

Information to be published:	How the information can be obtained			
	Paper Copy	Website	n/a	Inspection only
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>				
Timetable of meetings (Council and parish meetings)	√	√		
Agendas of meetings (as above) <i>posted on notice board 3 days prior to meeting</i>	√	√		
Minutes of meetings (as above) – <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	√	√		
Reports presented to council meetings - <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	√	√		
Responses to consultation papers	√	√		
Responses to planning applications	√	√		
Bye-laws			√	
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Information to be published:	How the information can be obtained			
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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>				
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	√	√		
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	√	√		
Information security policy	√	√		
Records management policies (records retention, destruction & archive)	√	√		
Data protection policies	√	√		
Schedule of charges for the publication of information	√	√		
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Information to be published:	How the information can be obtained			
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Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>				
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	√	√		
Assets Register	√	√		
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	√	√		
Register of gifts and hospitality			√	
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Information to be published:	How the information can be obtained:			
	Paper Copy	Website	n/a	Insp. only
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>				
Allotments	√	√		
Burial grounds and closed churchyards	√	√		
Community centres and village halls	√	√		
Parks, playing fields and recreational facilities	√	√		
Seating, litter bins, clocks, memorials and lighting	√	√		
Bus shelters	√	√		
Markets	√	√		
Public conveniences			√	
Agency agreements	√	√		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	√	√		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above				
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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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per side (black & white A4) Photocopying at 40p per side (Colour A4)	Actual cost incurred by the public authority
Statutory Fee	Postage – at Royal Mail cost	Actual cost of Royal Mail standard 2 nd class
Other		In accordance with the relevant legislation (quote the actual statute)