

HARTLEBURY PARISH COUNCIL

Publication Scheme

**Adopted at Council Meeting on Xst YYYYYY 2016, item Z.
Information available from Hartlebury Parish Council**

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	Web-site/Notice Boards Hardcopy – contact Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members	Web-site/Notice Boards Hardcopy – contact Clerk	Free 10p per sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	Clerk	
<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>		
Annual return form and report by auditor	Hardcopy – contact Clerk	10p per sheet
Finalised budget	Web-site Hardcopy – contact Clerk	Free 10p per sheet
Precept	Web-site Hardcopy – contact Clerk	Free 10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Web-site Hardcopy – contact Clerk	Free 10p per sheet
Grants given and received	Hardcopy – contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hardcopy – contact Clerk	10p per sheet
Members' allowances and expenses	Hardcopy – contact Clerk	10p per sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan	Web-site Hardcopy – contact Clerk	Free 10p per sheet
Chairman's Annual Report to Parish	Hardcopy – contact Clerk	10p per sheet

Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web-site/Notice Boards Hardcopy – contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Web-site/Notice Boards Hardcopy – contact Clerk	Free 10p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Web-site/Notice Boards Hardcopy – contact Clerk	Free 10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Web-site Hardcopy – contact Clerk	Free 10p per sheet
Responses to consultation papers	Hardcopy – contact Clerk	10p per sheet
Responses to planning applications Short version:-	In minutes on Web-site/Notice Boards	Free
Full version as submitted to WDC	Hardcopy – contact Clerk	10p per sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Policies and procedures for the conduct of council business		
Procedural standing orders	Web-site Hardcopy – contact Clerk	Free 10p per sheet
Committee and sub-committee terms of reference	N/A	
Delegated authority in respect of officers (Financial Regulations)	Web-site Hardcopy – contact Clerk	Free 10p per sheet
Code of Conduct	Web-site Hardcopy – contact Clerk	Free 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Web-site Hardcopy – contact Clerk	Free 10p per sheet
Register of members' interests	WDC web-site	Free
Register of gifts and hospitality	Hardcopy – contact Clerk	10p 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)	(Hard copy or website; some information may only be available by inspection)	
Allotments	Yes	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Parish Hall leased to a Management Committee	
Parks, playing fields and recreational facilities	Playing Field	
Seating, litter bins, clocks, memorials and lighting	Yes	
Bus shelters	Yes	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

Dr Brian Gale, Clerk & Responsible Financial Officer
Hartlebury Parish Council
20 Blakebrook
Kidderminster DY11 6AP

Tel: 01562 228247

Email: hartlebury.clerk@hotmail.co.uk

Web-site: www.hartlebury.org.uk

Meetings by appointment only – Hartlebury Parish Council does not operate a Parish Office.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class