

Hartshill Parish Council
Publication Scheme



Information available from Hartshill Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website, Hard Copy-contact the Clerk	Free 10p per A4 single side
Contact details for Parish Clerk/Cemetery Manager and Council	Website Hard Copy	Free 10p per A4 single side
Staffing structure	Hard Copy-contact the Clerk	10p per A4 single side
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, contracts and financial audit) Current and previous financial year		

	Hard Copy	10p per A4 single side
Annual return form and report by auditor	Hard Copy	£3
Finalised budget	Hard Copy	10p per A4 single side
Precept	Hard Copy	10p per A4 single side
Grants given and received	Hard Copy	10p per A4 single side
Members' attendance register	Hard Copy	10p per A4 single side
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews)	Hard Copy	10p per A4 single side
Parish Plan	Website CD	Free £1.00
Annual Report to Parish Meeting - Current and previous year	Hard copy	10p per A4 single side
Relationship between the Principal Councils and Local Councils within Warwickshire	Hard Copy	10p per A4 single side
Class 4 – How we make decisions		
Current and previous council year	Hard copy	10p per A4 single side

Timetable of meetings - future only	Website, Email Hard Copy	Free 10p per A4 single side
Agendas of meetings – future only	Website, Email Hard Copy	Free 10p per A4 single side
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting	Notice Board, Email Hard Copy	Free 10p per A4 single side
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Email Hard Copy	Free 10p per A4 single side
Responses to consultation papers	Email Hard Copy	Free 10p per A4 single side
Responses to planning applications	Email Hard Copy	Free 10p per A4 single side
Class 5 – Our policies and procedures Current information		
<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Delegated authority in respect of officers	Hard Copy	10p per A4 single side

2023 Policies & Procedures

Code of Conduct		
Policy statements		
Guidelines for meetings (Public Participation)		
Records management policies (records retention, destruction and archive)	Hard Copy	10p per A4 single side
Data protection policy	Hard Copy	10p per A4 single side
Schedule of charges (for the publication of information)	Website, Email Hard Copy	Free 10p per A4 single side
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Burial records	Hard Copy	50p per sheet
Assets Register	Hard Copy	10p per sheet
Register of members' interests	Hard Copy	10p per A4 single side
Register of gifts and hospitality	Hard Copy	10p per A4 single side
Register of members' attendance	Hard Copy	10p per A4 single side
Class 7 – The services we offer		
(Information about the services we offer, including leaflets and guidance produced for the public and businesses)	Email Hard copy	Free 10p per A4 single side

2023 Policies & Procedures

Current information only		
Burial ground; cemetery fees	Email Hard Copy	Free 10p per A4 single side
Cemetery Rules & Regulations, Memorial Bench Policy, Memorial Safety Policy, Memorial Masons Registration Scheme, Leaflet - 'Guidance on Memorial Safety Testing' Leaflet - NAMM 'Helping you choose a memorial'	Website, Email, Cemetery notice board Hard copy Hard Copy	Free Free 10p per A4 single side £1
Recreational facilities	Website, Email Hard Copy	Free 10p per A4 single side
Seating, litter bins, grit bins, CCTV, Parish Notice Boards	Website, Email Hard Copy	Free 10p per A4 single side

Contact details:

Hartshill Parish Council

Church Road, Hartshill, CV10 0LY

Tel: 02476 397961 during office hours Monday to Friday

(Excluding Saturday, Sunday and Bank Holidays)

Or hartshillparishcouncil@gmail.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) A4 one side. Photocopying @ £1 per sheet (colour) A4 one side. CD (Parish Plan) £1 NAMM Leaflet £1	Actual cost *
Postage	Actual cost of Royal Mail	Standard 2 nd class *
Email	Information as attachments	Free
Website	Information online	Free

* The actual cost incurred by the parish council

Next Review: 2023