

## Information available from Adwick upon Dearne Parish Council under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are 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>	(hard copy or website)	10p per sheet
Who's who on the Council		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Staffing structure		
<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>	(hard copy or website)	10p per sheet

Current and previous financial year as a minimum		
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
	n/a	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	10p per sheet
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
<b>Class 4 – How we make decisions</b>	(hard copy or website)	10p per sheet

(Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	10p per sheet
Policies and procedures for the conduct of council business:  Procedural standing orders 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:  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)		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	10p per sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	n/a	
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	Doncaster MBC website	
Register of gifts and hospitality		

<p><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)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls		
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	n/a	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
<p><b>Additional Information</b>          This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**

Clerk@adwickupondearneparishcouncil.org.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>
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<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority