

Information available from Dunchurch Parish Council under the model publication scheme – adopted 7th October 2008 at Meeting number 634

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Telephone: 01788 817550 or 07890 424 643 Available from the Web Site, Dunchurch Dialogue, Notice Boards at the Parish Office.</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>As Above</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>As Above</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>6 The Green, Dunchurch, Warwickshire, CV22 6NX Open Monday to Wednesday 09.00 to 13.00 or by appointment.</p>	<p>N/A</p>
<p>Staffing structure</p>	<p>Parish Clerk is sole employee</p>	<p>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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	Standard photocopy charges
Finalised budget	Hard Copy	As above
Precept	Hard Copy	As above
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Web Site	
Grants given and received	N/A	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Hard Copy	As above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
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	As above
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Web Site, Notice Board and Parish Office</p>	<p>Free</p>
<p>Agendas of meetings (as above)</p>	<p>As above</p>	<p>Free</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>As above</p>	<p>Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy</p>	<p>Standard photocopy charges</p>
<p>Responses to consultation papers</p>	<p>Hard Copy</p>	<p>As above</p>
<p>Responses to planning applications</p>	<p>Hard Copy</p>	<p>As above</p>
<p>Bye-laws</p>	<p>N/A</p>	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Web Site or Hard Copy	Standard photocopy charges for hard copies
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Hard Copy apart from Complaints Procedure which is available on the Web Site	Standard photocopy charges
Information security policy	As per Data Protection Act	
Records management policies (records retention, destruction and archive)	As per WALC Guidelines	
Data protection policies	As per Data Protection Act	
Schedule of charges)for the publication of information)	See below	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	Standard photocopy charges
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)	N/A	
Register of members' interests	Hard Copy	Standard photocopy charges
Register of gifts and hospitality	Hard Copy	Standard photocopy charges
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Some services from Parish Council some from Rugby Borough Council	

Seating, litter bins, clocks, memorials and lighting	Some services from Parish Council some from Rugby Borough Council	
Bus shelters	Hard Copy	
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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Contact The Clerk on 01788 817550 or 07890 424 643 to make an appointment
Parish Office: 6 The Green, Dunchurch, Warwickshire, CV22 6NX**

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 sheet (black & white)	Actual cost
	Photocopying @12p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		