

## Information available from Hertingfordbury Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained | Cost           |
|---|-------------------------------------|----------------|
| <p><b>Class1 - Who we are and what we do</b><br/>(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 and/or website)          |                |
| Who's who on the Council and its Committees   | website                             | free           |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | website                             | free           |
| Location of main Council office and accessibility details   | website                             | free           |
| <del>Staffing structure</del>   |                                     |                |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(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>                                     | (hard copy and/or website)          |                |
| Annual return form and report by auditor  | hard copy                           | 10p/sheet+post |

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|--|------------------------|------------------------|
| Finalised budget   | hard copy              | 10p/sheet+post         |
| Precept  | hard copy              | 10p/sheet+post         |
| <del>Borrowing Approval letter</del>   |                        |                        |
| Financial Standing Orders and Regulations  | hard copy              | 10p/sheet+post         |
| Grants given and received  | hard copy              | 10p/sheet+post         |
| List of current contracts awarded and value of contract  | hard copy              | 10p/sheet+post         |
| <del>Members' allowances and expenses</del>  |                        |                        |
|  |                        |                        |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)     | (hard copy or website) |                        |
| <del>Parish Plan (current and previous year as a minimum)</del>  |                        |                        |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)  | hard copy              | 10p/sheet+post         |
| <del>Quality status</del>  |                        |                        |
| <del>Local charters drawn up in accordance with DCLG guidelines</del>  |                        |                        |
|  |                        |                        |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum | (hard copy or website) |                        |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  | website<br>hard copy   | free<br>10p/sheet+post |
| Agendas of meetings (as above)   | hard copy              | 10p/sheet+post         |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.                               | website<br>hard copy   | free<br>10p/sheet+post |

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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.  | hard copy  | 10p/sheet+post   |
| Responses to consultation papers   | hard copy  | 10p/sheet+post   |
| Responses to planning applications   | hard copy  | 10p/sheet+post   |
| <del>Bye-laws</del>  |  |  |
|  |  |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only  | (hard copy or website)                               |  |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br><del>Committee and sub-committee terms of reference</del><br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements  | hard copy<br><br>hard copy<br>hard copy<br>hard copy | 10p/sheet+post<br><br>10p/sheet+post<br>10p/sheet+post<br>10p/sheet+post |
| Policies and procedures for the provision of services and about the employment of staff:<br><br><del>Internal policies relating to the delivery of services</del><br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br><del>Policies and procedures for handling requests for information</del> | hard copy<br>hard copy<br>hard copy                  | 10p/sheet+post<br>10p/sheet+post<br>10p/sheet+post                       |

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|--|---|----------------|
| Complaints procedures (including those covering requests for information and operating the publication scheme)   | hard copy   | 10p/sheet+post |
| <del>Information security policy</del>   |   |                |
| <del>Records management policies (records retention, destruction and archive)</del>  |   |                |
| <del>Data protection policies</del>  |   |                |
| Schedule of charges (for the publication of information)   | hard copy   | 10p/sheet+post |
|  |   |                |
| <b>Class 6 – Lists and Registers</b>   |   |                |
| Currently maintained lists and registers only  | (hard copy or website;<br>some information may<br>only be available by<br>inspection) |                |
| 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   | 10p/sheet+post |
| 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) | only by inspection  |                |
| Register of members' interests   | only by inspection  |                |
| Register of gifts and hospitality  | only by inspection  |                |
|  |   |                |
| <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)                                   | (hard copy or website;<br>some information may<br>only be available by<br>inspection) |                |
| Current information only   |   |                |
| Allotments   |   |                |
| <del>Burial grounds and closed churchyards</del>   |   |                |

|   |  |  |
|---|--|--|
| 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)                           |  |  |
|   |  |  |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
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**Contact details:**

Graham Irwin, Clerk to Hertingfordbury Parish Council  
26 Fanshaws Lane, Brickendon, Hertford SG13 8PF

*Approved by Hertingfordbury Parish Council at its meeting on ...*

## 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>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Actual cost *  |
|                          | Photocopying @ 50p 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