

## Information available from Radwinter Parish Council under this publication scheme

Information to be published	How the information can be obtained	Cost
<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>(Hard copy and/or Website)</p> <p>Hard copy and Website or via Email if practicable</p>	
<p>Who's who on the Council and its Committees</p>	<p>Village Noticeboards Village Magazine Village Website Hard copy from Clerk</p>	<p>Free Free Free 10p</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Village Noticeboards Village Magazine Village Website Hard copy from Clerk</p>	<p>Free Free Free 10p</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy and Website</p>	

<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> <p>Current and previous financial year as a minimum</p>	Hard copy and website or excel file via email attachment by request	
Annual return form and report by auditor	Village Website Hard copy from Clerk	Free 10p
Finalised budget	Hard copy from Clerk	10p
Precept	Hard copy from Clerk	10p
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Village Website Hard copy from Clerk	Free 20p
Grants given and received	Village Website Hard copy from Clerk	Free 20p
List of current contracts awarded and value of contract	Hard copy from Clerk	20p
Members' allowances and expenses	Hard copy from Clerk	20p
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Hard copies from Clerk Download from website	Free Free
Annual Report to Parish Meeting	Village website Hard copy from Clerk	Free 50p
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Village Magazine Village Website Hard copy from Clerk	Free Free 10p
Agendas of meetings (as above)	Village Noticeboards Village Website Hard copy from Clerk	Free Free 10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Village Website Hard copy from Clerk	Free 50p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	50p
Responses to consultation papers	Hard copy from Clerk	50p
Responses to planning applications	Hard copy from Clerk	50p
<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 and website	Free
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Village website Hard copy from Clerk	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff:		

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)	Village Website Hard copy from Clerk	Free 10p per sheet
Information security policy	Village Website Hard copy from Clerk	Free 50p
Records management policies (records retention, destruction and archive)	Village Website Hard copy from Clerk	Free 20p
Data protection policies	Village Website Hard copy from Clerk	Free 20p
Schedule of charges (for the publication of information)	Village Website Hard copy from Clerk	Free 10p
<b>Class 6 – Lists and Registers</b>		
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)	Inspection only, Clerk	
Assets Register	Inspection only, Clerk	

Register of members' interests	Inspection only, Clerk	
Register of gifts and hospitality	Inspection only, Clerk	
<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)  Current information only		
Community centres and village halls	Website / email	
Parks, playing fields and recreational facilities	Website / email	
Seating, litter bins, clocks, memorials and lighting	Hard copy / email	
Bus shelters	Hard copy / email	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Maintains and waymarks public footpaths and bridleways	Footpath map on Village Green	
Maintains highway verges		
Maintains the Village Green		
Maintains the Village Hall borders		

## Contact details:

Phone:

Email: radwinterparishcouncil@gmail.com

Web: radwinter.net

## 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 @ 30p 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>		