

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

Contact details: Parish Clerk/RFO Trish Grimshaw <a href="mailto:clerk@hilldaleparishcouncil.com">clerk@hilldaleparishcouncil.com</a>

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	(hard copy and/or website)	
(Organisational information, structures, locations and contacts)		
This will be current information only		
Who's who on the Council and its Committees		
Contact details:		
Parish Clerk/RFO: Trish Grimshaw clerk@hilldaleparishcouncil.com Chair: Cllr Gary Ward Vice Chair: Cllr Stuart Ashcroft Parish Councillors: Cllr Ian Bell Cllr David Whittington	See website	N/A
Class 2 – What we spend and how we spend it	(hard copy and/or website)	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Parish Clerk or Website	Free or 10p per copy
Finalised budget	Parish Clerk	Free or 10p per copy
Precept	Parish Clerk or Website	Free or 10p per copy
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Parish Clerk or Website	Free or 10p per copy

Grants given and received	N/A	
List of current contracts awarded and value of contract	Parish Clerk	Free via e mail or 10p per copy
Members' allowances and expenses	None claimed	
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)	Parish Clerk	Free via e mail or 10p per copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Clerk	Free via e mail or 10p per copy
Local charters drawn up in accordance with DCLG guidelines	Parish Clerk	Free via e mail or 10p per copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Clerk or website	Free via website or noticeboard or 10p per copy
Agendas of meetings (as above)	Parish Clerk or website	Free via website or noticeboard or 10p per copy
Minutes of meetings (as above) — nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk or website	Free via website or noticeboard or 10p per copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk	Free via e mail or 10p per copy
Responses to consultation papers	Parish Clerk	Free via e mail or 10p per copy
Responses to planning applications	Parish Clerk or WLBC	Free via WLBC

	website	website or 10p per copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:		
Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Parish Clerk or website	Free or 10p per copy
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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish Clerk or website	Free or 10p per copy
Data protection policy	Parish Clerk or website	Free or 10p per copy
Schedule of charges (for the publication of information)	Parish Clerk	Free via e mail
Class 6 – Lists and Registers  Currently maintained lists and registers only	(hard copy or website; some information may only be available by 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	Parish Clerk or website	Free or 10p per copy
Register of members' interests	Parish Clerk	Free or 10p per copy
Register of gifts and hospitality	Parish Clerk	Free or 10p per copy
Class 7 – The services we offer	(hard copy or website;	
(Information about the services we offer, including leaflets, guidance and	some information may	
newsletters produced for the public and businesses)	only be available by	
	inspection)	
Current information only		
Village hall	Parish Clerk or website	Hall hire application
		form and conditions
		of hire Free via e
District Field and place area	Davish Olark	mail
Playing Field and play area	Parish Clerk	Free via e mail
Additional Information		
This will provide Councils with the opportunity to publish information that is not		
itemised in the lists above		
Newsletter		Free distributed to all
		households in
		Hilldale

## 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 (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Updated and ratified at Parish Council Meeting 28/07/22