

Information available from Caterham Valley Parish Council under the model publication scheme

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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website / Notice Boards Hard copy – contact Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Notice Boards Hard copy – contact Clerk	Free 10p per sheet
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	

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	(hard copy and/or website)	
	Hard copy –contact Clerk	10p per sheet
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised budget	Hard copy – contact Clerk	10p per sheet
Precept	Hard copy – contact Clerk	10p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet
Grants given and received	Website via Minutes Hard copy – contact Clerk	Free 10p per sheet
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Hard copy – contact Clerk	10p per sheet
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)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	10p per sheet

Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
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)	Website / Notice Boards Hard copy – contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Notice Boards Hard copy	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website via Minutes Hard copy – contact Clerk	Free 10p per sheet
Responses to consultation papers	Website via Minutes Hard copy – contact Clerk	Free 10p per sheet
Responses to planning applications	Website via Minutes Hard copy – contact Clerk	Free 10p per sheet
Bye-laws	Not applicable	

<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>	<p>All available in hard copy Contact Clerk</p>	<p>All at 10p per sheet</p>
<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>	<p>All available in hard copy Contact Clerk</p>	<p>All at 10p per sheet</p>
<p>Information security policy</p>	<p>Hard copy – Contact Clerk</p>	<p>10p per sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy – Contact Clerk</p>	<p>10p per sheet</p>

Data protection policies	Hard copy – Contact Clerk	10p per sheet
Schedule of charges (for the publication of information)	Website	Free
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)	Hard copy – contact Clerk	10p per sheet
Assets Register	Hard copy – contact Clerk	10p per sheet
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)	Hard copy – contact Clerk	10p per sheet
Register of members' interests	Hard copy – contact Clerk	10p per sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p per sheet
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	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	

Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per sheet
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Information will from time to time be available on the		
Parish Council Notice Boards outside Marden Lodge		
School, Croydon Road, St Johns School, Markfield		
Road and Soper Hall, Harestone Valley Road		

Contact details: **Bill Ridley**
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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 @ 10..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Not applicable
	Postage	Actual cost of Royal Mail standard 2 nd class
Other		

* the actual cost incurred by the public authority