

Credenhill Parish Council  
 Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Parish Council Clerk (hard copy)/ Website	10 pence per sheet/F.O.C
Contact details for Parish Clerk and Council members	Website/CCN	F.O.C.
Location of main Council office and accessibility details	Post: c/o Parish Clerk, Clarkesfield, Meer, Woonton, Herefordshire HR3 6QP	
Acting Parish Council Clerk and RFO	Website and Notice Board	F.O.C.
Annual return form and report by auditor	From the Clerk or on the Website	£5.00/F.O.C
Finalised budget	From the Clerk or on the Website	10 pence per sheet/F.O.C
Precept	From the Clerk or on the Website	10 pence per sheet/F.O.C
Financial Standing Orders and Regulations	From the Clerk or on the Website	10 pence per sheet/F.O.C
Grants given and received	From the Clerk or on the Website	10 pence per sheet/F.O.C
List of current contracts awarded and value of contract	From the Clerk or on the Website	10 pence per sheet/F.O.C
Members' allowance and expenses	From the Clerk or on the Website	10 pence per sheet/F.O.C

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting	From the Clerk or on the Website	10 pence per sheet/F.O.C
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	From the Parish Clerk/Parish Notice Board/ or on the website	10 pence per sheet/F.O.C
Agendas of meetings (as above)	From the Parish Clerk/Parish Notice Board/ or on the website	10 pence per sheet/F.O.C
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	From the Parish Clerk or on the website	10 pence per sheet/F.O.C
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	From the Parish Clerk	10 pence per sheet/F.O.C
Responses to consultation papers	From the Parish Clerk or on the website	10 pence per sheet/F.O.C
Responses to planning applications	From the Parish Clerk or Herefordshire Council	10 pence per sheet/F.O.C
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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 Policies and procedures for handling requests for information	Standard approved models	10 pence per sheet/F.O.C

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	As per Herefordshire Council – see their website	F.O.C.
Records management policies(records retention, destruction and archive)	As per Herefordshire Council – see their website	F.O.C.
Data protection policies	National Register	10 pence per sheet
Schedule of charges (for the publication of information)	From the Parish Clerk	10 pence per sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	From the Parish Clerk (hard copy or website: some information may only be available by inspection)	10 pence per sheet
Any publicly available register or list	From the Parish Clerk	10 pence per sheet
Assets register	From the Parish Clerk (Hard copy or email)	10 pence per sheet
Register of members' interests	From the Parish Clerk or Herefordshire's Council website	10 pence per sheet/F.O.C.
Register of gifts and hospitality	From the Parish Clerk or Herefordshire's Council website	10 pence per sheet/F.O.C.
<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	From the Parish Clerk (hard copy or website: some information may only be available by inspection)	10 pence per sheet
Allotments	N/A	
Burial grounds and closed churchyards	N/A	

Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins	N/A	
Bus shelters	N/A	
Markets	N/A	

These Standing Orders were adopted by the Credenhill Parish Council at a meeting of the Council held on 16 May 2018.

**Contact details:** The Parish Clerk, Clarkesfield, Meer, Woonton, Herefordshire HR3 6QP  
 Telephone: 07818604395  
 E-mail: Clark@credenhill-pc.org.uk

**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 10p*
	Photocopying @ 25p per sheet (colour)	Actual cost 25p*
	Email	F.O.C.
	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)

\* the actual cost incurred by the public authority

Signed Parish Council Chairman – Mr Terry Smissen.....

Parish Council Clerk/RFO – Mrs Marion Scott..... Dated 16 May 2018 - Item