

Rudston Parish Council

Information available from Rudston Parish Council under the model publication scheme

(Please note that where information is shown as being obtainable on the website, this is a project in progress and all the information specified may not yet be available on the web site.)

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	Both	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Both – not telephone numbers	
Location of main Council office and accessibility details	N/a	
Staffing structure	N/a	

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)	
Annual return form and report by auditor	Hardcopy	
Finalised budget	Both	
Precept	Both	
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	N/a	
Grants given and received	Both	
List of current contracts awarded and value of contract	Both	
Members' allowances and expenses	N/a	
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)	Both	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy	
Quality status	N/a	
Local charters drawn up in accordance with DCLG guidelines	N/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Both	
Agendas of meetings (as above)	Both	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Both	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Both	
Responses to consultation papers	Hardcopy	
Responses to planning applications	Hardcopy	
Bye-laws	N/a	
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hardcopy	

<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	N/a	
Information security policy	Hardcopy	
Records management policies (records retention, destruction and archive)	Hardcopy	
Data protection policies	Hardcopy	
Schedule of charges)for the publication of information)	Hardcopy	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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)	N/a	
Assets Register	Hardcopy	
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)	Held by ERYC	
Register of members' interests	Held by ERYC	
Register of gifts and hospitality	Held by ERYC	
<p>Class 7 – The services we offer</p>	(hard copy or website;	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	some information may only be available by inspection)	
Allotments	N/a	
Burial grounds and closed churchyards	N/a	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Both	
Seating, litter bins, clocks, memorials and lighting	Hardcopy	
Bus shelters	Hardcopy	
Markets	N/a	
Public conveniences	N/a	
Agency agreements	N/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority