

Information available from Everton Parish Council under the model publication scheme

| Information to be published | How the Information can be obtained | Cost |
|---|-------------------------------------|---|
| Class 1 – Who we are and what we do (Organisational information, structure, locations and contacts) Current information only | Hard Copy | 5p per A4 photocopy 10p per A3 photocopy |
| Who's who on the Council and its Committees | Website/Hard copy | As above |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website/Hard Copy | As above |
| Location of main Council office and accessibility details | Website/Hard Copy | As above |
| Staffing structure | Hard Copy | As above |
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| 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 | As above |
| Annual return form and report by auditor | Hard Copy | As above |
| Finalised budget | Hard Copy | As above |
| Precept | Hard Copy | As above |
| Borrowing Approval letter | | |
| Standing Orders and Financial Regulations | Hard Copy | As above |
| Grants given and received | Hard Copy | As above |
| List of current contracts awarded and value of contract | Hard Copy | As above |

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| Members' allowances and expenses | Hard Copy | As above |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Hard Copy | As above |
| Parish Plan (current and previous year as a minimum) | Hard Copy | As above |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website/Hard Copy | As above |
| Quality status | Inspection at office | As above |
| Local charters drawn up in accordance with DCLG guidelines | | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Current and previous council year as a minimum | Website/Hard Copy | As above |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard Copy | As above |
| Agendas of meetings (as above) | Website/Hard Copy | As above |
| Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting. | Website/Hard Copy | As above |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy | As above |
| Responses to consultation papers | Hard Copy | As above |
| Responses to planning applications | Hard Copy | As above |
| Bye-laws | | |
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| <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 | As above |
| <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>Hard Copy Hard Copy Hard Copy Website/Hard Copy Website/Hard Copy</p> | <p>As above As above As above As above As above</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 Equal Opportunities policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Hard Copy Hard Copy Website/Hard Copy</p> | <p>As above As above As above</p> |
| Information security policy | Hard Copy | As above |
| Records management policies (records retention, destruction and archive) | Hard Copy | As above |
| Data protection policies | Hard Copy | As above |
| Schedule of charges (for the publication of information) | Hard Copy | As above |
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| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | | |
| Any publicity available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard Copy | As above |
| Assets Register | Hard Copy | As above |
| 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 | As above |
| Register of members' interests | Available from Bassetlaw District Council | |
| Register of gifts and hospitality | | |
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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | Hard Copy | As above |
| Allotments | | |
| Burial grounds and closed churchyards | Hard Copy | As above |
| Community centres and village halls | | |
| Parks, playing fields and recreational facilities | | |
| Seating, litter bins, clocks, memorials and lighting | Hard Copy | As above |
| Bus shelters | Hard Copy | As above |

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| Markets | | |
| Public conveniences | | |
| Agency agreements | | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard Copy | As above |
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| Additional Information | | |
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Contact details:

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| John Dunn, Chairman | 01777 818732 |
| David Bardsley, Vice-chairman | 01777 818833 |
| Richard Bacon | 01777 817377 |
| Barbara de Bel | 01777 817677 |
| Lynne Ferrar | 01777 816735 |
| Liz Jefferies | 01777 817555 |
| Robin Maclagan | 01777 816021 |
| Krystyna Martin | 01777 817750 |
| Patrick Woods | 01777 816341 |

David Wright, Clerk to the Council, 3 Kingswood Close, Firbeck, Worksop, Nottinghamshire S81 8LJ

Tel: 01709 813360

Email: theclerk@evertonvillage.org.uk

Website: www.evertonvillage.org.uk

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 @ 5p per sheet (black & white) | Actual cost * |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
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