

Information available from Anston Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	How the information can be obtained	Cost
Who's who on the Council and its Committees	Website Hard copy	Free 5p/sheet
Contact details for Parish Clerk and Council members	Website Hard copy	Free 5p/sheet
Location of main Council office and accessibility details	Website Hard copy	Free 5p/sheet
Staffing structure	Website Hard copy	Free 5p/sheet
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)	How the information can be obtained	Cost
Annual return form and report by auditor	Website Hard copy	Free 5p/sheet
Finalised budget	Website Hard copy	Free 5p/sheet

Precept	Website Hard copy	Free 5p/sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website Hard copy	Free 5p/sheet
Grants given and received	Hard copy	5p/sheet
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Parish Plan	Website Hard copy	Free 5p/sheet
Annual Report to Parish or Community Meeting	Website Hard copy	Free 5p/sheet
Quality status	Website Hard copy	Free 5p/sheet
Local charters drawn up in accordance with DCLG guidelines	RMBC website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 5p/sheet
Agendas of meetings (as above)	Hard copy	5p/sheet

Minutes of Council meetings and Finance Committee meetings.	Website Hard copy	Free 5p/sheet
Minutes of other meetings. N.B. All the above will exclude information that is properly regarded as private to the meeting.	Hard copy	5p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p/sheet
Responses to consultation papers	Hard copy	5p/sheet
Responses to planning applications	Hard copy	5p/sheet
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	How the information can be obtained	Cost
<i>Policies and procedures for the conduct of council business:</i> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy	Free 5p/sheet
<i>Policies and procedures for the provision of services and about the employment of staff:</i> 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)	Website Hard copy	Free 5p/sheet

Information security policy		
Records management policies (records retention, destruction and archive)	Hard copy	5p/sheet
Data protection policies	Hard copy	5p/sheet
Schedule of charges (for the publication of information)	Hard copy	5p/sheet
Class 6 – Lists and Registers	How the information can be obtained	Cost
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)	Inspection of Burial Register by appointment	Free
Assets Register	Hard copy	5p/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)		
Register of members' interests	Hard copy	5p/sheet
Register of gifts and hospitality		
Class 7 – The services we offer	How the information can be obtained	Cost
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy	Free
Burial grounds and closed churchyards	Hard copy	Free
Community centres and village halls	Hard copy	Free
Parks, playing fields and recreational facilities	Hard copy	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	Free
Bus shelters		

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	5p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	How the information can be obtained	Cost

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p 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
Other		

* the actual cost incurred by the public authority