

NAPTON ON THE HILL PARISH COUNCIL

Information available from Napton on the Hill Parish Council under the Model Publication Scheme

Information to be published	How Information can be obtained	Cost N.B There will be a charge of 10p per sheet where the no of sheets exceeds 25
Class 1 – Who we are and what we do (Organisational information, locations and contacts)	Hard Copy	Free *
Contact details for the Parish Clerk and Council members (named contacts where possible with telephone numbers and email addresses)	Hard Copy	Free*
Location of main Council office and accessibility details	Notice Board	Free*
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)		
Annual return form and report by external and internal auditor	Hard copy	Free*
Finalised budget	Hard copy	Free*

Precept	Hard copy	Free*
Financial Standing Orders and regulations	Hard copy	Free*
Grants given and received	Hard copy	Free*
List of current contracts awarded and value of contract	Hard copy	Free*
Annual Report	Hard copy	Free*

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and review)	Hard copy	Free*
Parish Plan (current)	Hard copy	Free*
Annual Report to Parish (current and previous year)	Hard copy	Free*

Class 4 – How we make our decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy	
Timetable of meetings (Council and any committee meetings and parish meetings)	Hard copy	Free*
Agendas of meetings	Hard copy	Free*

Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as confidential to the meeting	Hard copy	Free*
Reports presented to council meetings - N.B. This will exclude information that is properly regarded as confidential to the meeting	Hard copy	Free*
Responses to consultation papers	Hard copy	Free*
Responses to Planning Applications	Hard copy	Free*
Bye-Laws	Hard copy	Free*

<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>		
Policies and procedures for the conduct of council business		
Procedural Standing Orders	Hard copy	Free*
Delegated authority in respect of officers	Hard copy	Free*
Code of Conduct	Hard copy	Free*

Policies and procedures for the provision of services and about the employment of staff	Hard copy	Free*
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	Free*
Records management policies (records retention, destruction and archive)	Hard copy	Free*
Schedule of charges (for the publication of information)	Hard copy	Free*

Class 6 – Lists and Registers Currently maintained lists and registers only		
Electoral Register	Only available by inspection	N/A
Assets Register	Hard copy	Free*
Register of Members' interests	Only available by inspection	N/A

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
--	--	--

A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy	Free*
--	-----------	-------

Additional Information This provides Napton Parish Council with the opportunity to publish information that is not itemized in the lists above		

Contact Details:

Gill Bailey
Parish Clerk
Napton Parish Council
Chestnut Cottage
Hackwell Street
Napton on the Hill
Southam
Warwickshire
CV47 8LY

Tel No: 01926 81549

Email: clerk@naptonparishcouncil.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide. Actual cost * is the actual cost incurred by the council.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Hard copies will be supplied free of charge up to 25 sheets. Over 25 sheets there will be an actual cost of 10p per sheet.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		