Information available from EASTON 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) This will be current information only	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Who's who on the Council and its Committees	http://www.eastonpc.co.uk or contact Clerk	£0.25/page
Contact details for Parish Clerk and Council members	Michael Baker MBE - chair Richard Burton Stephen Thomason Philip Trussell Clive Wood website: www.eastonpc.co.uk email: clerk_eastonpc@yahoo.co.uk Anthea Beer (clerk) Church Road, Easton. PE28 0TU tel: 01480 890332	£0.25/page
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	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Annual return form and report by auditor	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Finalised budget	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Precept	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	N/a	
Grants given and received	http://www.eastonpc.co.uk or contact clerk	£0.25/page
List of current contracts awarded and value of contract	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Members' allowances and expenses	http://www.eastonpc.co.uk or contact clerk	£0.25/page

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	http://www.eastonpc.co.uk or contact clerk	£0.25/page
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) Current and previous council year as a minimum	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Agendas of meetings (as above)	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Responses to consultation papers	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Responses to planning applications	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Bye-laws	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	http://www.eastonpc.co.uk or contact clerk	£0.25/page
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	http://www.eastonpc.co.uk or contact clerk	£0.25/page

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 (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	N/a	
Information security policy	N/a	
Records management policies (records retention, destruction and archive)	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Data protection policies	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Schedule of charges (for the publication of information)	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)	£0.25/page
Assets Register	http://www.eastonpc.co.uk or contact clerk	£0.25/page
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	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Register of gifts and hospitality	http://www.eastonpc.co.uk or contact clerk	£0.25/page
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	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Parks, playing fields and recreational facilities	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Seating, litter bins, clocks, memorials and lighting	http://www.eastonpc.co.uk or contact clerk	£0.25/page
Bus shelters	http://www.eastonpc.co.uk or contact clerk	£0.25/page
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	http://www.eastonpc.co.uk or contact clerk	£0.25/page

Contact details: Clerk to the Parish Council: Anthea Beer

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 @ £0.25p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		

May 2024