



## Information available from Cookhill Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained  | Cost |
|---|--|------|
| <p><b>Class1 - Who we are and what we do</b><br/>(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> |  |      |
| Who's who on the Council and its Committees   | See website <a href="http://www.cookhillparishcouncil.com">www.cookhillparishcouncil.com</a> |      |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | Website and notice boards  |      |
| Location of main Council office and accessibility details   | 6 Sands Road,<br>Inkberrow,<br>WR7 4HJ   |      |
| Staffing structure  | Parish clerk   |      |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>                                     |  |      |
| Annual return form and report by auditor  | See website & available for inspection upon request  |      |
| Finalised budget  | See website & available for inspection upon request  |      |
| Precept   | See website & available for inspection upon request  |      |
| Borrowing Approval letter   | N/A  |      |

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| Financial Standing Orders and Regulations   | See website & available for inspection upon request                  |  |
| Grants given and received   | Available for inspection   |  |
| List of current contracts awarded and value of contract   | Available for inspection   |  |
| Members' allowances and expenses  | Available for inspection   |  |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)  |  |  |
| 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)   | See website  |  |
| Quality status  | N/A  |  |
| Local charters drawn up in accordance with DCLG guidelines  | N/A  |  |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)  |  |  |
| Current and previous council year as a minimum  |  |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | On website   |  |
| Agendas of meetings (as above)  | On website   |  |
| Minutes of meetings (as above) – <i>NB. this will exclude information that is properly regarded as private to the meeting.</i>  | On website   |  |
| Reports presented to council meetings – <i>NB. this will exclude information that is properly regarded as private to the meeting.</i>   | On website   |  |
| Responses to consultation papers  | N/A  |  |
| Responses to planning applications  | On Wychavon District Council's website under the planning documents. |  |
| Bye-laws  | N/A  |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)   |  |  |
| Current information only  |  |  |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct | Available for inspection   |  |

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| Policy statements   |   |  |
| <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<br/>         Equality and diversity policy<br/>         Health and safety policy<br/>         Recruitment policies (including current vacancies)<br/>         Policies and procedures for handling requests for information<br/>         Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Available for inspection</p> <p>Available for Inspection</p> |  |
| Information security policy   | Available for inspection  |  |
| Records management policies (records retention, destruction and archive)  | Available for inspection  |  |
| Data protection policies  | Available for inspection  |  |
| Schedule of charges (for the publication of information)  | See attached schedule   |  |
| <b>Class 6 – Lists and Registers</b>  |   |  |
| 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)  | NA  |  |
| Assets Register   | On website  |  |
| 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)  | NA  |  |
| Register of members' interests  | Available for inspection  |  |
| Register of gifts and hospitality   | NA  |  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  |   |  |
| Current information only  |   |  |
| Allotments  | Contact Parish Clerk  |  |
| Burial grounds and closed churchyards   | NA  |  |
| Community centres and village halls   | NA  |  |
| Parks, playing fields and recreational facilities   | Contact Parish Clerk  |  |
| Seating, litter bins, clocks, memorials and lighting  | Contact Parish Clerk  |  |
| Bus shelters  | Contact Parish Clerk  |  |

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|---|----|--|
| Markets   | NA |  |
| Public conveniences   | NA |  |
| Agency agreements   | NA |  |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | NA |  |
| <b>Additional Information</b>   |    |  |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above        |    |  |

**Contact details:** Mrs Kate Brazier  
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#### 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  |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 50p per sheet (black & white) | Actual cost *  |
|                          | Photocopying @ 50p per sheet (colour)        | Actual cost  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation (quote the actual statute) |
| <b>Other</b>             |  |  |

*Minimum charge of £1.00 for up to 6 copies and to include postage. Thereafter 10p per sheet plus postage.*