

Information available from QUINTON Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Parish Council within the Stratford District Council Area and the Warwickshire County Council Area.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard Copy - Contact Clerk	Nil *
Contact details for Parish Clerk and Council members Clerk Mrs Liz Neal	Website Hard Copy – Contact Clerk	Nil *
Location of main Council office and accessibility details There is no office for the Council, the Clerk can be contacted on 01789 721553 or by email at quintonpc@yahoo.co.uk	Website Hard Copy – Contact Clerk	Nil *
Staffing structure – Only one member of staff who is the Parish Clerk	Website Hard Copy – Contact Clerk	Nil *

<p>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)</p>	<p>(hard copy and/or website)</p>	
<p>Current annual accounts (last audited accounts)</p>	<p>Hard Copy – Contact Clerk</p>	<p>Nil *</p>
<p>Previous seven years annual accounts</p>	<p>Hard Copy – Contact Clerk</p>	
<p>Annual return form and report by auditor</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil *</p>
<p>Finalised budget</p>	<p>Hard Copy – Contact Clerk</p>	<p>*</p>
<p>Precept</p>	<p>Hard Copy – Contact Clerk</p>	<p>*</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard Copy – Contact Clerk</p>	<p>*</p>
<p>Grants given and received (Included in annual accounts)</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil *</p>

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy and/or website)</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil *</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	<p>(hard copy and/or website)</p>	
<p>Timetable of meetings (Council and Parish meetings)</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil *</p>
<p>Agendas of meetings (as above)</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil *</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil *</p>
<p>Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Nil *</p>

<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>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard Copy – Contact Clerk</p> <p>Hard Copy – Contact Clerk</p>	<p>*</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Assets Register</p>	<p>Hard Copy – Contact Clerk</p>	<p>*</p>
<p>Register of members' interests</p>	<p>Hard Copy – Contact Clerk</p>	<p>*</p>
<p>Register of gifts and hospitality</p>	<p>Hard Copy – Contact Clerk</p>	<p>*</p>

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	<p>] Not applicable</p>	
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
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)		

Contact details:

Mrs Liz Neal, Telephone 01789 721553 or email quintonpc@yahoo.co.uk or by writing to Honeysuckle Cottage, 34 Back Lane, Lower Quinton, CV37 8SF

SCHEDULE OF CHARGES

There will be the following charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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