

## Information available from Comeytrove Parish Council under the model publication scheme - March 2022

Information to be published	How the information can be obtained	Cost* see schedule below
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Hard copy/ Website	
Contact details for Parish Clerk and Council members	Hard copy/ Website and noticeboards	

<p><b>Class 2 – What we spend and how we spend it</b>  (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>	(hard copy and/or website)	
Annual return form and report by auditor <sup>1</sup>	Hard copy/ Website	
Finalised budget	Hard copy/ Website	
Precept	Hard copy/ Website	
Financial Standing Orders and Regulations	Hard copy/ Website	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Annual Report to Parish (Annual meeting minutes)	Hard copy/ Website	
Earmarked CIL funds report	Hard copy/ Website	

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings	Hard copy/ Website and noticeboards	
Agendas of meetings	Hard copy/ Website and noticeboards	
Minutes of meetings	Hard copy/ Website	
Responses to planning applications	Can be viewed via the planning portal at SW&T Council and recorded in the minutes	

<p><b>Class 5 – Our policies and procedures</b>  (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: <sup>2</sup></p> <p>Procedural standing orders  Code of Conduct</p>	<p>Hard copy/ Website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p>	<p>Hard copy/ Website</p>	
<p>Data protection policies</p>	<p>Hard copy/ Website</p>	
<p>Equality and diversity policy  Health and safety policy  Policies and procedures for handling requests for information  Complaints procedures</p>	<p>Hard copy/ Website</p>	

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<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Via The Clerk</p>	
<p>Assets Register</p>	<p>Hard copy/ Website</p>	
<p>Register of members' interests</p>	<p>Link to SW&amp;T Council via website or via Clerk</p>	
<p><b>Class 7 – The services we offer</b></p> <p>(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>	
<p>Seating, litter bins</p>	<p>Contact The Clerk</p>	

**Contact details:**  
**Helen McGladdery – Parish Clerk & RFO**  
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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 40p 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>		

\* the actual cost incurred by the public authority