

Information available from Codsall Parish Council under the model publication scheme (Revised & Adopted 26th September 2012)

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)		
Who's who on the Council and its Committees	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Location of main Council office and accessibility details	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Staffing structure	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet

<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>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Finalised budget	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Precept	Hard copy on request	 25p per sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Grants given and received (on website in annual report)	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Not applicable	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website : www.codsallparishcouncil.co.uk Hard Copy on Request	
Annual Report to Parish or Community Meeting Annual Parish previous two years	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Class 4 – How we make decisions (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)	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Agendas of meetings (Current meeting only)	Website: www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Agendas of meetings		
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Website: Main & Planning www.codsallparishcouncil.co.uk Hard copy on request	Free 25p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy on request	25p per sheet
Responses to consultation papers	Hard copy on request	25p per sheet
Responses to planning applications	Hard copy on request	25p per sheet
Bye-laws	Hard copy on request	25p per sheet

<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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy on request</p>	<p>25p per sheet</p>
<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 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)</p>	<p>Hard copy on request</p>	<p>25p per sheet</p>
<p>Information security policy</p>	<p>Hard copy on request</p>	<p>25p per sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy on request</p>	<p>25p per sheet</p>
<p>Data protection policies</p>	<p>Hard copy on request</p>	<p>25p per sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy on request</p>	<p>25p per sheet</p>

Class 6 – Lists and Registers		
Currently maintained lists and registers only	(Some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy on request;	25p per sheet
Assets Register	Hard copy on request;	25p per sheet
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)	Not adopted by this Parish Council	
Register of members' interests	Website	
Register of gifts and hospitality	Inspection only	

<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 on request; (Some information may only be available by inspection)</p>	<p>Free 25p per sheet</p>
<p>Allotments</p>	<p>Website: www.codsallparishcouncil.co.uk Hard copy on request;</p>	<p>Free 25p per sheet</p>
<p>Burial grounds and closed churchyards</p>	<p>Not applicable</p>	
<p>Community centres and village halls</p>	<p>Not applicable</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Website: www.codsallparishcouncil.co.uk Hard copy on request;</p>	<p>Free 25p per sheet</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>		
<p>Bus shelters</p>		
<p>Markets</p>	<p>Not applicable</p>	
<p>Public conveniences</p>	<p>Not applicable</p>	
<p>Agency agreements</p>	<p>Not applicable</p>	
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>See Freedom of Information Website: www.codsallparishcouncil.co.uk Hard copy on request;</p>	<p>Free 25p per sheet</p>

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: The Clerk to the Council
Codsall Parish Council
Station Road
Codsall
South Staffordshire
WV8 1BY

01902 842426 Fax 01902 845805

Office Hours 10.00 a.m. to 12.00 noon Monday to Friday except Bank and Statutory Holidays

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 @25p per sheet (black & white)	Actual cost *
	Photocopying @ 28.p per sheet (colour)	Actual cost*
	2 nd Class Standard	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	Retrieval fee	Up to 18 hours free of charge over 18 hours - £25 per hour

* the actual cost incurred by the public authority