

Information available from Hindlip Martin Hussingtree & Salwarpe Parish Council

www.worcestershire.gov.uk/myparish

| Information to be published | How the information can be obtained | |
|---|--|--|
| | www.worcestershire.gov.uk/myparish | |
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted. | (hard copy and/or website) COUNCIL WEBSITE (AS ABOVE) | |
| Who's who on the Council and its Committees | COUNCIL WEBSITE (AS ABOVE) | |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | COUNCIL WEBSITE (AS ABOVE) | |
| Location of main Council office and accessibility details | COUNCIL WEBSITE (AS ABOVE) ACCESSIBLE BY APPOINTMENT ONLY | |
| Staffing structure | COUNCIL WEBSITE (AS ABOVE) | |
| | | |

| | | |
|--|--|--|
| <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> | <p>(hard copy and/or website)</p> <p>COUNCIL WEBSITE (AS ABOVE)</p> | |
| <p>Annual return form and report by auditor (Inspection during publicised rights period by appointment only)</p> | <p>COUNCIL WEBSITE (AS ABOVE)</p> | |

| | | |
|--|--|--|
| Finalised budget | COUNCIL WEBSITE (AS ABOVE) | |
| Precept | COUNCIL WEBSITE (AS ABOVE) | |
| Borrowing Approval letter | N/A | |
| Financial Standing Orders and Regulations | COUNCIL WEBSITE (AS ABOVE) | |
| Grants given and received | COUNCIL WEBSITE (AS ABOVE) | |
| List of current contracts awarded and value of contract | COUNCIL WEBSITE (AS ABOVE) | |
| Members' allowances and expenses | COUNCIL WEBSITE (AS ABOVE) | |
| | | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| 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) | COUNCIL WEBSITE (AS ABOVE) | |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | COUNCIL WEBSITE (AS ABOVE) | |
| | | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | (hard copy or website) COUNCIL WEBSITE (AS ABOVE) | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | COUNCIL WEBSITE (AS ABOVE) | |

| | | |
|--|---|--|
| Agendas of meetings (as above) | COUNCIL WEBSITE (AS ABOVE) & NOTICE BOARDS | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | COUNCIL WEBSITE (AS ABOVE) | |

| | | |
|--|--|--|
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | COUNCIL WEBSITE (AS ABOVE) | |
| Responses to consultation papers | COUNCIL WEBSITE (AS ABOVE) | |
| Responses to planning applications | WYCHAVON DC WEBSITE WWW.WYCHAVON.GOV.UK | |
| Bye-laws | N/A | |
| | | |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy or website) COUNCIL WEBSITE (AS ABOVE) | |
| 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 | COUNCIL WEBSITE (AS ABOVE) | |
| 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 | COUNCIL WEBSITE (AS ABOVE) POLICIES UNDER REVIEW UNDER REVIEW | |

| | | |
|--|---|--|
| Complaints procedures (including those covering requests for information and operating the publication scheme) | UNDER REVIEW | |
| Information security policy | | |
| Records management policies (records retention, destruction and archive) | UNDER REVIEW | |
| Data protection policies | COUNCIL WEBSITE (AS ABOVE) | |
| Schedule of charges)for the publication of information) | N/A | |
| | | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; 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) | COUNCIL WEBSITE (AS ABOVE) | |
| Assets Register | COUNCIL WEBSITE (AS ABOVE) | |
| 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) | N/A | |
| Register of members' interests | WEBSITE (LINK TO WYCHAVON D.C) | |
| Register of gifts and hospitality | | |
| | | |
| 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 | (hard copy or website; some information may only be available by inspection) | |
| Allotments | N/A | |
| Burial grounds and closed churchyards | N/A | |

| | | |
|---|----------------------------|--|
| Community centres and village halls | N/A | |
| Parks, playing fields and recreational facilities | N/A | |
| Seating, litter bins, clocks, memorials and lighting | COUNCIL WEBSITE (AS ABOVE) | |
| Bus shelters | TBA | |
| Markets | N/A | |
| Public conveniences | N/A | |
| Agency agreements | N/A | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | COUNCIL WEBSITE (AS ABOVE) | |
| | | |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| | | |
| | | |
| | | |
| | | |
| | | |

It should be noted that this publication scheme and policy information availability is a work in progress and this site will be updated as requisite

Contact details:
ELIZABETH GALLAGHER (CLERK/RFO)

PO BOX 6986 KIDDERMINSTER DY11 9FB 01562 700479 hmhspc@gmail.com

www.worcestershire.gov.uk/myparish

