

Information available from Dodford with Grafton 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>This will be current information only</p>	<p>(hard copy and/or MyParish Web site: http://www.worcestershire.gov.uk/MyParish/)</p>	
<p>Who's who on the Council and its Committees</p>	<p>MyParish Web site: http://www.worcestershire.gov.uk/MyParish/</p>	
<p>Contact details for Parish Clerk and Council members</p>	<p>MyParish Web site: http://www.worcestershire.gov.uk/MyParish/</p>	
<p>Location of main Council office and accessibility details</p>	<p>N/A</p>	
<p>Staffing structure</p>	<p>N/A</p>	
<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>Annual return form and report by auditor</p>	<p>Hard copy from Clerk</p>	
<p>Finalised budget</p>	<p>Hard copy from Clerk</p>	

Precept	Hard copy from Clerk	
Borrowing Approval letter	Hard copy from Clerk	
Financial Standing Orders and Regulations	Hard copy from Clerk	
Grants given and received	Hard copy from Clerk	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
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	Hard Copy from Clerk	£3.50 + P&P
Annual Report to Parish or Community Meeting	(hard copy and/or MyParish Web site: http://www.worcestershire.gov.uk/MyParish/)	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	MyParish Web site: http://www.worcestershire.gov.uk/MyParish/	
Agendas of Council meetings	MyParish Web site: http://www.worcestershire.gov.uk/MyParish/	
Minutes of meetings	MyParish Web site: http://www.worcestershire.gov.uk/MyParish/ for full Council meetings;	

	Planning Committee meetings hard copy from Clerk	
Reports presented to council meetings	Hard copy from Clerk	
Responses to consultation papers	Hard copy from Clerk	
Responses to planning applications	Hard copy or Email from Clerk	
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)	
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	Hard copy of all of these from Clerk	
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from Clerk	
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers	(hard copy or website; some information may	

Currently maintained lists and registers only	only be available by inspection)	
Assets Register	N/A	
Register of members' interests	Hard copy from Clerk	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only	N/A	
Allotments		
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)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Draft Village Design Statement	Hard copy from Clerk or MyParish Web site: http://www.worcestershire.gov.uk/MyParish/	

Contact details: Kay Stone (Clerk) 07776 180207

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1 for 1 st sheet and 10p each for subsequent sheets (black & white)	Actual cost
	Postage at current rate for 1 st class postage	Actual cost of Royal Mail 1 st class