

## Information available from Sandy Lane Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Newsletter Notice-boards	Free Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Newsletter	Free Free
Location of main Council office and accessibility details	Website Notice-boards Newsletter	Free Free Free
Staffing structure	Website	Free

<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)  Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy Website Notice-boards	£10 Free Free
Finalised budget	Hard copy Website Notice-boards	£10 Free Free
Precept	Hard copy Website Notice-boards	£10 Free Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy Website	£10 Free
Grants given and received	Hard copy Notice-boards	£10 Free
List of current contracts awarded and value of contract	Hard copy Website	£10 Free
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy	Free

	Website	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Website	£10 Free
Quality status	Website	Free
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Notice-boards	Free Free
Agendas of meetings (as above)	Website Notice-boards	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Notice-boards	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website Notice-boards	Free Free
Responses to planning applications	Website Notice-boards	Free Free
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services)	(hard copy or website)	

and responsibilities)  Current information only		
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	Website Website Website Website Website	Free Free Free Free Free
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Website Website Website Website Website	Free Free Free Free Free Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
<b>Class 6 – Lists and Registers</b>	(hard copy or website;	

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	£10
Assets Register	N/A	
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	Hard copy	£10
Register of gifts and hospitality	Website	
<b>Class 7 – The services we offer</b> (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	N/A	
Bus shelters	N/A	
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)	N/A	

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

**Contact details:**

**Eve Haskins, Sandy Lane Parish Council Clerk**  
**40 Brantwood Crescent**  
**Heaton**  
**Bradford**  
**BD9 6QD**  
**clerk@sandy lane parish council.org**

**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 @ 20p per	Actual cost *

	sheet (black & white)	
	Photocopying @ 50p 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
<b>Other</b>		

\* the actual cost incurred by the public authority