Information available from Higher Hurdsfeild Parish/Community Council under the model publication scheme

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) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	HHPC website	FOC
Who's who on the Council and its Committees	HHPC website	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	HHPC website	FOC
Location of main Council office and accessibility details	Cheshire East County Council, 63 Earl Street, Crewe	
Staffing structure	HHPC website	FOC

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) Current and previous financial year as a minimum	HHPC website	FOC
Annual return form and report by auditor	HHPC website	
Finalised budget	HHPC website	
Precept	HHPC website	
Borrowing Approval letter	HHPC website if applicable	
Financial Standing Orders and Regulations	HHPC website	
Grants given and received	HHPC website if applicable	
List of current contracts awarded and value of contract	HHPC website if applicable	
Members' allowances and expenses	HHPC website if applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	HHPC website	
Parish Plan (current and previous year as a minimum)	HHPC website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HHPC website	
Quality status	HHPC website	
Local charters drawn up in accordance with DCLG guidelines	HHPC website when applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	HHPC website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	HHPC website	
Agendas of meetings (as above)	HHPC website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	HHPC website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	HHPC website	
Responses to consultation papers	HHPC website	
Responses to planning applications	HHPC website in minutes	
Bye-laws	HHPC website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	HHPC 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	HHPC website	

Code of Conduct Policy statements		
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)	HHPC website	
Information security policy	HHPC website	
Records management policies (records retention, destruction and archive)	HHPC website	
Data protection policies	HHPC website	
Schedule of charges)for the publication of information)	HHPC website	
Class 6 – Lists and Registers Currently maintained lists and registers only	HHPC website	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	HHPC website	
Assets Register	HHPC website	
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)	HHPC website when applicable	
Register of members' interests	HHPC website	

Register of gifts and hospitality	HHPC website when applicable	
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	HHPC website	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	HHPC website	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	HHPC website	

Contact details:

Clerk and Responsible Financial Officer, clerk@higherhurdsfield-pc.gov.uk

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 @ per sheet (black & white)	Actual cost *
	Photocopying @ per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority