

Information available from Overseal 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 Overseal Parish Council provides a range of services for the Parish of Overseal, which includes Shortheath</p>	Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p per sheet
<p>Location of main Council office and accessibility details The Council meets in the Village Hall, Woodville Road, Overseal on the first Thursday of each month. Residents may attend the whole meeting and may ask questions relating to the Council's business at the beginning of each meeting.</p>		
<p>Staffing structure The Council's permanent staff comprises: Clerk to the Council; Village Hall Caretaker 2 Lengthsmen</p>		

Class 2 – What we spend and how we spend it		
Copies of the budget for the current year and the outturn for the previous year are attached (Appendix 1)	Website Hard copy	Free 10p per sheet
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget – see appendix 1		
Precept - £28,000 for 2010/2011		
Borrowing Approval letter- None		
Financial Standing Orders and Regulations	Hard copy	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract – None		
Members' allowances and expenses – None		
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	None, but the minutes of the Annual Parish Meeting are available on the website	Free
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	

<p>Class 4 – How we make decisions All decisions are taken at meetings of the Council. The Minutes of all meetings for the current and previous year are available</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>The Council meet on the first Thursday of each month at 7.00 pm. Occasional variations are published on the website and on notice boards</p>	
<p>Agendas of meetings (as above)</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
<p>Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
<p>Responses to consultation papers</p>	<p>Included in the relevant minutes</p>	
<p>Responses to planning applications</p>	<p>Included in the relevant minutes</p>	
<p>Bye-laws</p>		
<p>Class 5 – Our policies and procedures</p>		
<p>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</p>	<p>None None None Website or hard copy</p>	<p>10p per sheet</p>

Policy statements	None	
<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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)		
Assets Register		
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)		
Register of members' interests		
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)	(hard copy or website; some information may only be available by inspection)	
Allotments	Register of lettings	
Burial grounds and closed churchyards		
Community centres and village halls	Lettings diary	
Parks, playing fields and recreational facilities	Letters	
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences	Held by South Derbyshire District Council	
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		

Contact details: Clerk – Mr J E White 19 Pennine Way, Ashby de la Zouch, Leicestershire LE65 1EW
Telephone: 01530 415289
e-mail: clerk@overseal.org website: www.overseal.org

SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10.p per sheet (black & white)	Actual cost *
	Photocopying per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority