

Information available from Quarnford Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost (Black & White copy, excluding postage, emailed information is free)
<p>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.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Email Hard Copy	Free Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See 'PARISH COUNCIL MEMBERS AND CLERK' Web Site for Councillors and clerk details Hard Copy	Free 10p/sheet
Location of main Council office and accessibility details	c/o The Croft Barthomley Road Audley Staffs ST7 8HU By appointment only	
<p>Class 2 - What we spend and how we spend it (Financial information relating to</p>	(hard copy and/or website)	

Information to be published	How the information can be obtained	Cost (Black & White copy, excluding postage, emailed information is free)
projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy Website	£2 Free
Finalised budget	Hard Copy Website	10p/sheet Free
Precept	Hard Copy (and in Minutes) Website	10p/sheet Free
Borrowing Approval Letter	N/A	
Financial Standing Orders and Regulations	Hard Copy Email and Website	10p/sheet Free
Grants given and received	Hard Copy Website (in minutes and annual reports)	10p/sheet Free
List of current contracts awarded and value of contract	Hard Copy	10p/sheet
Members' allowances and expenses	Hard Copy Website (in minutes for the Chair's allowance)	10p/sheet Free
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 Revised Version under development	N/A	

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Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy Website	10p/sheet Free
Quality Status	N/A	10p/sheet
Local charters drawn up in accordance with DCLG	N/A	
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)	
Timetable of meetings (Council, any committee meetings and parish meetings)	Website Hard Copy Email	Free 10p/sheet Free
Agendas of meetings (as above)	Available 3 clear days before meetings (also on Parish Council Notice Boards) Hard Copy Email	10p/sheet Free
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy Email	Free 10p/sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Included in Minutes	
Responses to consultation papers	Included in Minutes	
Responses to planning applications	Included in Minutes Website	Free

Information to be published	How the information can be obtained	Cost (Black & White copy, excluding postage, emailed information is free)
	Hard Copy	10p/sheet
Bye-laws	Hard Copy	10p/sheet
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 Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy Email Hard Copy Email Hard Copy Email	10p/sheet Free 10p/sheet Free 10p/sheet Free
Records management policies (records retention, destruction and archive)	Hard Copy Email	10p/sheet Free
Schedule of charges (for the publication of information)	See 'Schedule of Charges' Below	
Class 6 - Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	

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Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By appointment	
Assets Register	Website	
Register of members' interests	Website	
Register of gifts and hospitality	Website	
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	10p/sheet
Parks, Playing fields and Recreational facilities	Hard Copy Email	10p/sheet Free
Seating, litter bins, clocks, memorials and lighting	N/A	10p/sheet
Bus Shelter	N/A	10p/sheet Free
A summary of services for which the council is entitled to recover a fee, together with those fees (i.e.village hall hire).	Hardcopy Email	10p/sheet Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Information to be published	How the information can be obtained	Cost (Black & White copy, excluding postage, emailed information is free)
Loan Sanction Approvals	Hard Copy	10p/sheet
Fees and Charges applied by the Council	Hard Copy	10p/sheet
Safety Inspection records for example playgrounds register	Hard Copy	10p/sheet
Documents archived with STAFFORDSHIRE AND STOKE ON TRENT ARCHIVE SERVICE	Please note that, in addition to the above historical information regarding Quarnford Parish Council is available for public viewing at Staffordshire Record Office Eastgate Street Stafford ST16 2LZ Tel: 01785 278379 Fax: 01785 278384 Website: www.staffordshire.gov.uk/archives Email: staffordshire.record.office@staffordshire.gov.uk	

Contact details:

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Audley Staffs ST7 8HU
Tel: 07901 692414

e- mail: clerk.quarnfordpc@gmail.com website - <http://quarnford-pc.org/>

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a request (in writing) to provide the information requested or to supply a refusal. Please be aware that the post of Clerk to the Parish Council is part time so correspondence may not be acknowledged straight away.

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 @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
	Recorded delivery/registered post	Actual cost of Royal Mail charge
Statutory Fee		In accordance with the relevant legislation
Other		