

# Information available from Killamarsh Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committee's	Hard copy - Colour Hard copy - Mono Email Website Noticeboards	10p per sheet 5p per sheet Free Free Free
Contact details for the Clerk and Council members (named contact where possible with telephone number and email address (If used))	Hard copy - Colour Hard copy - Mono Email Website Noticeboards	10p per sheet 5p per sheet Free Free Free
Location of main Council office and accessibility details.	Hard copy - Colour Hard copy - Mono Email Website Noticeboards	10p per sheet 5p per sheet Free Free Free
Staffing structure	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free

Information to be published	How the information can be obtained	Cost
<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.		
Annual return form and report by Auditor	Hard copy - Colour Hard copy – Mono Website	10p per sheet 5p per sheet Free
Finalised budget	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free
Precept	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free

Borrowing approval letter	Hard copy - Colour Hard copy - Mono	10p per sheet 5p per sheet
Financial Standing Orders and Regulations	Hard copy - Colour Hard copy - Mono Website	10p per sheet 5p per sheet Free
Grants given and received	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free
List of current contracts awarded and value of contract	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free
Members allowances and expenses	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free

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<b>Class 3 – What our priorities are and how we're doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Parish Plan current and previous year as a minimum		
Annual report to Parish meeting	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous year as a minimum		
Timetable of meetings (Council, any Committee/sub-Committee meetings to which the public may attend)	Hard copy - Colour Hard copy - Mono Email Website Noticeboards	10p per sheet 5p per sheet Free Free Free
Agendas of meetings (above)	Hard copy - Colour Hard copy - Mono Email Website Noticeboards	10p per sheet 5p per sheet Free Free Free
Minutes of meetings (above) – nb: this will exclude information taken with the public excluded	Hard copy - Colour Hard copy - Mono Email Website	10p per sheet 5p per sheet Free Free

Reports presented to Council meetings (above) – nb: this will exclude information taken with the public excluded	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free
Responses to consultation papers	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free
Responses to planning applications	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free
Bylaws	Hard copy - Colour Hard copy - Mono	10p per sheet 5p per sheet

Information to be published	How the information can be obtained	Cost
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business:	ALL	
Standing Orders Financial Regulations Committee Terms of Reference Member's Code of Conduct	Hard copy - Colour Hard copy - Mono Email Website	10p per sheet 5p per sheet Free Free
Policies and procedures for the provision of services and employment of staff:	ALL	
Health & Safety Annual Leave Attendance Management E Communications LGA Green Book Probationary Period Home Working Lone Working Complaints Procedure Maternity Policy Hand Scan Policy	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy - Colour Hard copy - Mono	10p per sheet 5p per sheet
Asset Register	Hard copy - Colour Hard copy - Mono Email	10p per sheet 5p per sheet Free
Register of members interests	Hard copy - Colour Hard copy - Mono Email Website	10p per sheet 5p per sheet Free Free
Register of gifts and hospitality	Hard copy - Colour Hard copy - Mono	10p per sheet 5p per sheet

Information to be published	How the information can be obtained	Cost
<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		
Allotments - Bonfires	Hard copy - Colour Hard copy - Mono	10p per sheet 5p per sheet
Burial grounds and closed churchyards - Rules	Hard copy - Colour Hard copy - Mono Email Website	10p per sheet 5p per sheet Free Free
Community Centres and Village Halls	Hard copy - Colour Hard copy - Mono Email Website	10p per sheet 5p per sheet Free Free
Parks, playing fields and recreational facilities	Hard copy - Colour Hard copy - Mono Email Website	10p per sheet 5p per sheet Free Free
Seating, litter bins, clocks, memorials and lighting.	Hard copy - Colour Hard copy - Mono Email Website	10p per sheet 5p per sheet Free Free
Bus shelters	Hard copy - Colour Hard copy - Mono Email Website	10p per sheet 5p per sheet Free Free
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		