

## Information available from Radcliffe on Trent Parish Council under the model publication scheme

<p><b>Information to be published</b></p> <p>Some information is available on the Parish website and notice boards, hard copies are available on request</p>	
<p><b>Class1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	
Who's who on the Council and its Committees	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	
Location of main Council office and accessibility details	
Staffing structure	
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	

Annual return form and report by auditor
Finalised budget
Precept
Borrowing Approval letter
Standing Orders and Financial Regulations
Grants given and received
List of current contracts awarded and value of contract
Members' allowances and expenses
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)
Parish Plan (current and previous year as a minimum)
Annual Report to Parish or Community Meeting (current and previous year as a minimum)
Quality status (if applicable)
Local charters drawn up in accordance with DCLG guidelines
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)
Current and previous council year as a minimum
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)
Agendas of meetings (as above)

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	
<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  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)</p>	

Information security policy	
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges )for the publication of information)	
<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)	
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	
<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	
Burial grounds and closed churchyards	
Community centres and village halls	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	

Public conveniences	
Agency agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	

**Contact details: Mrs J. Grice, Parish Clerk, The Grange, Vicarage Lane, Radcliffe on Trent, Nottingham, NG12 2FB, Tel: 0115 9335808, Email: [clerk@rotpc.com](mailto:clerk@rotpc.com)**

#### **SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost
	Photocopying @ 20p 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>Research Fees</b>	eg. Mileage	Actual cost