

Information Available from Shevington Parish Council Under the Council's Publication Scheme

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who on the Council and its Committees	Hard copy Website	10p/sheet FREE
Contact details for Parish Clerk and Council members	Hard copy Website / Notice boards	10p/sheet FREE
Location of main Council office and accessibility details	Hard copy Website / Notice boards	10p/sheet FREE
Staffing structure	Hard copy	10p/sheet
What we spend and how we spend it		
Income / Expenditure Statement and internal audit report	Hard copy Website	10p/sheet FREE
Annual Return, related information and report by external auditor	Hard copy Website	10p/sheet FREE
Finalised budget and precept	Hard copy Website	10p/sheet FREE
Budget monitoring reports	Hard copy Website	10p/sheet FREE
Borrowing Approval letter	Hard copy	10p/sheet
Financial Regulations and Standing Orders	Hard copy Website / Library	10p/sheet FREE
Grants given and received	Hard copy Website	10p/sheet FREE
List of current contracts awarded and value of contract	Hard copy Website	10p/sheet FREE
Members' allowances and expenses	Hard copy	10p/sheet

What our priorities are and how we are doing		
Parish Plan (2006) and Review (2016)	Hard copy Website	£2.50/copy FREE
Annual Report to Parish Meeting	Hard copy Website / Library	10p/sheet FREE
How we make decisions		
Timetable of meetings	Hard copy Website	10p/sheet FREE
Agendas of meetings	Hard copy Website	10p/sheet FREE
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website / Library	10p/sheet FREE
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website / Library	10p/sheet FREE
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Hard copy	10p/sheet
Our policies and procedures		
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 Policy statements	Hard copy Website / Library	10p/sheet FREE
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 Policies and procedures for handling requests for information	Hard copy Website / Library	10p/sheet FREE

Complaints Procedure		
Information security policy	Hard copy	10p/sheet
Records management policies	Hard copy	10p/sheet
Data protection policies	Hard copy	10p/sheet
Schedule of charges	Hard copy Website	10p/sheet FREE
Lists and Registers		
Assets Register	Hard copy Website	10p/sheet FREE
Disclosure log of information provided in response to FOI requests	Inspection	£2
Register of members' interests	Inspection Website	£2 FREE
Register of gifts and hospitality	Inspection Website	£2 FREE
Elected Members' attendance at meetings	Hard copy Website	10p/sheet FREE
The services we offer		
Allotments	Hard copy	FREE
Parks, children's play area, playing fields and recreational facilities	Hard copy	FREE
Seating, floral displays, litter bins and memorials	Hard copy	FREE

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost: 5p per sheet
	Photocopying @ 20p per sheet (colour)	Actual cost: 10p per sheet
	Postage: 55p or more – depending on weight	Actual cost of Royal Mail standard 2 nd class