

Information available from Pattingham & Patshull Parish Council under the model publication scheme

| INFORMATION TO BE PUBLISHED | HOW THE INFORMATION CAN BE OBTAINED | COST |
|--|--|----------|
| CLASS 1 - WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts) | | |
| Who's who on the Council and its Committees | hard copy and website (www.pattingham.com) | 10p |
| Contact details for Parish Clerk and Council members | hard copy and website (ww.pattingham.com) | 10p |
| Location of Parish Council office and accessibility details | hard copy and website (ww.pattingham.com) | 10p |
| | | |
| | | |
| CLASS 2 - WHAT WE SPEND AND HOW WE SPEND IT (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | | |
| Annual return form and report by auditor | hard copy | 10p/page |
| Finalised budget | hard copy | 10p/page |
| Precept request | hard copy | 10p/page |
| Receipt / Payment / Bank Statements | hard copy | 10p/page |
| Borrowing Approval letter | hard copy | 10p/page |
| Financial Standing Orders and Regulations | hard copy | 10p/page |
| Grants given and received | hard copy | 10p/page |
| List of current contracts awarded and value of contract | hard copy | 10p/page |
| Members' allowances and expenses | hard copy | 10p/page |
| Internal Auditor's Report | hard copy | 10p/page |
| | | |

[Type text]

Information available from Pattingham & Patshull Parish Council under the model publication scheme

| | | |
|--|--|----------------------|
| CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan | hard copy | |
| Annual Report to Parish Meeting | hard copy and website (www.pattingham.com) | |
| | | |
| CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions) | | |
| Timetable of meetings | hard copy and website (www.pattingham.com) | 10p |
| Agendas of meetings | hard copy and website (www.pattingham.com) | 10p |
| Minutes of meetings | hard copy and website (www.pattingham.com) | 10p |
| Reports presented to council meetings | hard copy | 10p/page |
| Responses to consultation papers | hard copy | 10p/page |
| Responses to planning applications | hard copy | 10p |
| Bye-laws | hard copy | 10p/page |
| | | |
| CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct | hard copy hard copy | 10p/page 10p/page |

[Type text]

Information available from Pattingham & Patshull Parish Council under the model publication scheme

| | | |
|---|--|----------|
| Policies and procedures for the provision of services and about the employment of staff: | | |
| Grievance procedure | hard copy | 10p/page |
| Disciplinary procedure | hard copy | 10p/page |
| Policies and procedures for handling requests for information | hard copy | 10p/page |
| Complaints procedures (including those covering requests for information and operating the publication scheme) | hard copy | 10p/page |
| Schedule of charges (for the publication of information) | hard copy | 10p |
| | | |
| CLASS 6 – LISTS AND REGISTERS | | |
| Currently maintained lists and registers only | | |
| Any publicly available register or list | hard copy | 10p/page |
| Assets Register | hard copy | 10p |
| Disclosure log | hard copy | 10p/page |
| Register of members' interests | hard copy | 10p/page |
| Register of gifts and hospitality | hard copy | 10p/page |
| | | |
| 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) | |
| Newsletter | hard copy and website (www.pattingham.com) | |
| | | |
| | | |
| | | |

[Type text]

Information available from Pattingham & Patshull Parish Council under the model publication scheme

Contact details:

Mr B Hodgetts
Clerk to Pattingham & Patshull Parish Council
23 Windsor Road
Pattingham
South Staffordshire
WV6 7DR

Or email: council@pattingham.com

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------|---|--|
| Disbursement cost | Photocopying @ .10p per sheet (black & white) | Actual cost * 10p |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Other | Information available online is free to download. | |

* the actual cost incurred by the public authority

[Type text]