

# Information Available from Eastnor and Donnington Parish Council under the model publication scheme

Adopted by Eastnor and Donnington Parish Council on 7th February 2012

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	hard copy and website	
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		
Staffing Structure		
<p><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 financial year as a minimum</p>	Hard copy and website	
Annual return form and report by auditor		
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants Given and Received		
Members' allowances and expenses		
<p><b>Class 3 - What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Hard copy and website	
Parish Plan (current and previous year as minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality Status		
Local charters drawn up in accordance with DCLG guidelines		
<p><b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
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		
Bye-laws		
<b>Class 5 - Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy and website	
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		
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 (including current vacancies) Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)		
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	Hard copy and website some information may only be available by inspection	

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		
Seating and litter bins		
Bus Shelters		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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