



Publication Scheme	How the information can be obtained	Cost
<p>Information to be published</p> <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	<p>Website</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p> <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>Location of main Council office and accessibility details</p> <p>Staffing structure</p>	<p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p>
<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p>	<p>Free</p>
<p>Annual return form and report by auditor</p>	<p>Website</p>	<p>Free</p>
<p>Finalised budget</p>	<p>Website</p>	<p>Free</p>
<p>Precept</p>	<p>Website</p>	<p>Free</p>
<p>Borrowing Approval letter</p>	<p>Website</p>	<p>Free</p>



Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Council Plan (current and previous year as a minimum)	Website	Free
Annual Report to Council or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions		
(Decision making processes and records of decisions)		
Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free



Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	On request from the Council office	Free
Current information only		
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	On request from the Council office	Free



<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>On request from the Council office</p>	<p>Free</p>
<p>Information security policy</p>	<p>On request from the Council office</p>	<p>Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>On request from the Council office</p>	<p>Free</p>
<p>Data protection policies</p>	<p>Website</p>	<p>Free</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Free</p>	<p>Free</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Not applicable</p>	



Assets register	On request from the Council office	Free
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)	Not applicable	
Register of members' interests	Website	Free
Register of gifts and hospitality	On request from the Council office	Free
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Website	Free
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	Website	Free
Public conveniences	Website	Free
Agency agreements	Website	Free
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free



Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Directory of contact details for local groups and organisations	Website	Free

**Contact details: info@southelmsallcouncil.co.uk 01977 642335
Clerk to the Council, South Elmsall Town Council, Westfield Centre, South Elmsall, WF9 2PU**



SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority