

Information available from Shillington Parish Council under the ICO model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.		
Who's who on the Council and its Committees	Website or Noticeboards Electronic copy Hard copy	Free Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Noticeboards Electronic copy Hard copy	Free Free 10p per sheet
Location of main Council office and accessibility details	Website or Noticeboards Electronic copy Hard copy	Free Free 10p per sheet
Staffing structure	Electronic copy Hard copy	Free 10p per sheet
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). Current and previous financial year.		
Annual return form and report by auditor	Website or Noticeboards Electronic copy Hard copy	Free Free 10p per sheet
Finalised budget	Electronic copy Hard copy	Free 10p per sheet
Precept	Electronic copy Hard copy	Free 10p per sheet

Borrowing Approval letter	Electronic copy Hard copy	Free 10p per sheet
Financial Standing Orders and Regulations	Website Electronic copy Hard copy	Free Free 10p per sheet
Grants given and received	Electronic copy Hard copy	Free 10p per sheet
List of current contracts awarded and value of contract	Electronic copy Hard copy	Free 10p per sheet
Members' allowances and expenses	Electronic copy Hard copy	Free 10p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current and previous year.		
Parish Plan (current and previous year as a minimum)	Electronic copy Hard copy	Free 10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Electronic copy Hard copy	Free Free 10p per sheet
Quality status	Electronic copy Hard copy	Free 10p per sheet
Local charters drawn up in accordance with DCLG guidelines	Electronic copy Hard copy	Free 10p per sheet

Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous council year as a minimum.		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Electronic copy Hard copy	Free Free 10p per sheet
Agendas of meetings (as above)	Website or Noticeboards Electronic copy Hard copy	Free Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Electronic copy Hard copy	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Electronic copy Hard copy	Free 10p per sheet
Responses to consultation papers	Electronic copy Hard copy	Free 10p per sheet
Responses to planning applications	Electronic copy Hard copy	Free 10p per sheet
Bye-laws	Electronic copy Hard copy	Free 10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). 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	} } Electronic copy } Hard copy } }	Free 10p per sheet

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	} } } } Electronic copy } Hard copy } }	Free 10p per sheet
Information security policy	Electronic copy Hard copy	Free 10p per sheet
Records management policies (records retention, destruction and archive)	Electronic copy Hard copy	Free 10p per sheet
Data protection policies	Electronic copy Hard copy	Free 10p per sheet
Schedule of charges (for the publication of information)	Electronic copy Hard copy	Free 10p per sheet

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	Electronic copy Hard copy	Free 10p per sheet
Assets register	Electronic copy Hard copy	Free 10p per sheet
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)	Electronic copy Hard copy	Free 10p per sheet
Register of members' interests	Website Electronic copy Hard copy	Free Free 10p per sheet

Register of gifts and hospitality	Electronic copy Hard copy	Free 10p per sheet
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	Electronic copy Hard copy	Free 10p per sheet
Burial grounds and closed churchyards	Electronic copy Hard copy	Free 10p per sheet
Community centres and village halls	Electronic copy Hard copy	Free 10p per sheet
Parks, playing fields and recreational facilities	Electronic copy Hard copy	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Electronic copy Hard copy	Free 10p per sheet
Bus shelters	Electronic copy Hard copy	Free 10p per sheet
Markets	Electronic copy Hard copy	Free 10p per sheet
Public conveniences	Electronic copy Hard copy	Free 10p per sheet
Agency agreements	Electronic copy Hard copy	Free 10p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Electronic copy Hard copy	Free 10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Electronic copy Hard copy	Free 10p per sheet

Contact details:

Mrs Helen Smith
 Clerk to the Council
 Shillington Parish Council
 11 Hillside Close
 Shillington
 Hitchin, Herts
 SG5 3NN

Tel: 01462 713224
 Email: clerk.shillingtonparishcouncil@gmail.com

Schedule of Charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard or large letter 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)