

## Information available from Abthorpe Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	See <a href="http://www.abthorpe.net/parish_council.htm">www.abthorpe.net/parish_council.htm</a> . There are no committees.	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See <a href="http://www.abthorpe.net/parish_council.htm">www.abthorpe.net/parish_council.htm</a>	
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Available from the Clerk	Actual cost
Finalised budget	Available from the Clerk	Actual cost
Precept	Available from the Clerk	Actual cost
Borrowing Approval letter	Not applicable	

Financial Standing Orders and Regulations	Available from the Clerk	Actual cost
Grants given and received	Available from the Clerk	Actual cost
List of current contracts awarded and value of contract	Not applicable.	
Members' allowances and expenses	Not applicable	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	No plan adopted	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	See <a href="http://www.abthorpe.net/parish_council.htm">www.abthorpe.net/parish_council.htm</a>	
Quality status	Not applied for.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	See <a href="http://www.abthorpe.net/parish_council.htm">www.abthorpe.net/parish_council.htm</a>	
Agendas of meetings (as above)	Placed on village notice board 3 days before each meeting.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	See <a href="http://www.abthorpe.net/parish_council.htm">www.abthorpe.net/parish_council.htm</a>	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Not applicable.	
Responses to consultation papers	Included in Minutes	
Responses to planning applications	Included in Minutes	

Bye-laws	Not applicable.	
<b>Class 5 – Our policies and procedures</b> (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	Available from the clerk.	Actual cost
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)	Not applicable	
Information security policy	Available from the clerk.	
Records management policies (records retention, destruction and archive)	Available from the clerk.	
Data protection policies	Available from the clerk.	
Schedule of charges (for the publication of information)	Included in this document	

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available from the clerk	Actual cost
Assets Register	Included in Annual Financial Report.	
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	Available from the clerk.	Actual cost
Register of gifts and hospitality	Nothing currently held.	
<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		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Not applicable.	

### Contact details:

Clerk to Abthorpe Parish Council, 10, Wappenham Road, Abthorpe, Towcester, NN12 8QU.

### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 7p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority