

Information available from Rolleston on Dove 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) This will be current information only. | Hard copy, email or website | See cost schedule below |
| Who's who on the Council and its Committees | Hard copy, email or website | See cost schedule below |
| Contact details for Parish Clerk and Council members | Hard copy, email or website | See cost schedule below |
| Location of main Council office and accessibility details | Hard copy, email or website | See cost schedule below |
| Staffing structure | Hard copy, email or website | See cost schedule below |
| 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 as a minimum | Hard copy, email or website | See cost schedule below |
| Annual return form and report by auditor | Hard copy, email or website | See cost schedule below |
| Finalised budget | Hard copy, email or website | See cost schedule below |
| Precept | Minutes | See cost schedule below |
| Financial Standing Orders and Regulations | Hard copy, email or website | See cost schedule below |
| Grants given and received | Hard copy, email or website | See cost schedule below |
| List of current contracts awarded and value of contract | Hard copy, email or website | See cost schedule below |
| Members' allowances and expenses | Not applicable | |
| 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 | Hard copy, email or website | See cost schedule below |

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| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy, email or website | See cost schedule below |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | Minutes (Hard copy, email or website) | See cost schedule below |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Hard copy, email or website | See cost schedule below |
| Agendas of meetings (as above) | Hard copy, email, noticeboards or website | See cost schedule below |
| Minutes of meetings (as above) NB: This will exclude information that is properly regarded as private to the meeting. | Hard copy, email or website | See cost schedule below |
| Reports presented to council meetings NB: This will exclude information that is properly regarded as private to the meeting. | Minutes (Hard copy, email or website) | See cost schedule below |
| Responses to consultation papers | Minutes (Hard copy, email or website) | See cost schedule below |
| Responses to planning applications | Minutes (Hard copy, email or website) | See cost schedule below |
| Bye-laws | Not applicable | See cost schedule below |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Hard copy, email or website | See cost schedule below |

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| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p> | Hard copy, email or website | See cost schedule below |
| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p> | Hard copy, email or website | See cost schedule below |
| Information security policy | Hard copy, email or website | See cost schedule below |
| Records management policies (records retention, destruction and archive) | Hard copy, email or website | See cost schedule below |
| Data protection policies | Hard copy, email or website | See cost schedule below |
| Schedule of charges (for the publication of information) | Hard copy, email or website | See cost schedule below |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | See cost schedule below |
| Assets register | Hard copy or email | See cost schedule below |
| Register of members' interests | East Staffordshire Borough Council website: www.eaststaffsbc.gov.uk/council-democracy/parish-councils/shobnall-parish-council | |
| Register of gifts and hospitality | Hard copy, email or website | See cost schedule below |
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| 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 | (hard copy or website; some information may only be available by inspection) | See cost schedule below |
| Play areas and open spaces | Hard copy or email | See cost schedule below |
| Seating, litter bins and lighting | Hard copy or email | See cost schedule below |
| Bus shelters | Not applicable | |
| Agency agreements | Not applicable | |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable | |

Contact details:

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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 @ 10p per sheet (black & white) | Actual cost* |
| | Photocopying @ 50p per sheet (colour) | Actual cost* |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | Not applicable |
| | | |
| Other | | Not applicable |

* the actual cost incurred by the public authority

The Publication Scheme was approved at a meeting of Rolleston on Dove Parish Council on 11 March 2019

The Publication Scheme will be reviewed and amended as necessary in March annually.