

Information available from Drayton St Leonard 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)		
Who's who on the council and its committee	Village newsletter; Village website	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Village notice board; village newsletter; village website	Nil
Location of main council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
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)		
Annual return form and report by auditor	Request Parish Clerk to view	Nil
Finalised budget	Request Parish Clerk to view; village website	Nil
Precept	Parish Council Minutes; village website	Nil
Borrowing approval letter	Not applicable	
Financial standing orders and regulations	Not applicable	
Grants given and received	Not applicable	

List of current contracts awarded and value of contract	Not applicable	
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)		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Village Annual Meeting; village notice board; village website	Nil
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)		
Timetable of meetings	Village notice board; village website; village newsletter	Nil
Agendas of meetings	Village notice board; village website	Nil
Minutes of meetings	Village notice board; village website	Nil
Reports presented to council meetings	Village notice board (minutes); village website	Nil
Responses to consultation papers	Request to view clerk files	Nil
Responses to planning applications	Village notice board; village website	Nil
Bye-laws	Request to view clerk files	Nil
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of the officers	Not applicable	Nil

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	Not applicable	Nil
Complaints procedures (including those covering requests for information and operating the publication scheme)	Not applicable	
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	Not applicable	
Schedule of charges for the publication of information	Not applicable	
Class 6 – Lists and registers Currently maintained lists and registers only		
Asset register	Village website	Nil
Disclosure log	Not applicable	
Register of members' interests	Request to view clerk files	Nil
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Village newsletter	Nil
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Village newsletter	Nil
Seating, litter bins, clocks, memorials and lighting	Village notice board; village website	Nil
Bus shelters	Not applicable	
Agency agreements	Not applicable	

A summary of services for which the council is entitled to recover a fee, together with those fees	Village newsletter; village website	Nil
Additional information		
Contact details		
Sarah McNamee: Tel: 01844 339060		
Schedule of charges		
Type of charge	Description	
Disbursement of cost	Photocopying @ £0.10 per sheet	