

Information available from Beaudesert & Henley in Arden Joint Parish Council under the Model Publication Scheme –

Approved at the JPC Annual Meeting on 24.04.2017

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website – www.henley-in-arden-pc.gov.uk Or from the Parish Clerk 01926 814491 Email: clerk@henley-in-arden-pc.gov.uk</p>	
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
Location of main Council office and accessibility details	Website	Free
<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 year and three year comparison (where available)</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy – contact Clerk	25p per A4 page
Finalised budget	Hard copy – contact Clerk	25p per A4 page

Precept	Hard copy – contact Clerk	25p per A4 page
Financial Standing Orders and Regulations	Hard copy – contact Clerk	25p per A4 page
List of Community Grants awarded by Parish Council	Hard copy – contact Clerk or on JPC web site	25p per A4 page
List of current contracts awarded and value of contract	Hard copy – contact Clerk	25p per A4 page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews – (pending review)	Contact Clerk	
Annual Report to Parish or Community Meeting	Hard copy – contact Clerk	25 per A4 page
Parish Council Neighbourhood Plan (pending publication)	Hard copy – contact Clerk	25p per A4 page
Class 4 – How we make decisions (Decision making processes and records of decisions – Minutes of Parish Council meetings) Current and previous Council year as a minimum	(hard copy or website)	25p per A4 page
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hard copy or website)	Free/25p per A4 page
Agendas of meetings (as above)	Website / Hard copy – contact Clerk	Free/25p per A4 page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy – contact Clerk	Free/25p per A4 page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	
Responses to consultation papers	Hard copy – contact Clerk	
Responses to planning applications	Stratford DC website/Hard copy	Free/25p per A4 page
Class 5 – Our policies and procedures	(Website/Hard copy)	Free/25p per

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		A4 page
Policies and procedures for the conduct of council business: Procedural standing orders Working Parties: Terms of Reference Code of Conduct Policy statements	Website / Hard copy – contact Clerk	Free/25p per A4 page
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – contact Clerk	25p per A4 page
Assets Register	Hard copy – contact Clerk	25p per A4 page
Register of members' interests	SDC Website/hard copy https://democracy.stratford.gov.uk/mgParishCouncilDetails.aspx?ID=243&LS=4	Free/25p per A4 page
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)	
Allotments	website	Free
Parks, playing fields and recreational facilities	Contact Clerk	Free
Seating, litter/grit bins, clocks, memorials and lighting	Contact Clerk	25p per A4 page
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy – contact Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised		

in the lists above*		
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*Existing electronic copies of information will be provided free of charge on request to the clerk if they are not readily available on the Parish Council's website.

Contact details: **Gill Bailey**
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Joseph Hardy House
150 High Street
Henley in Arden
B95 5BS

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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 A4 (black & white)	Admin/paper cost 25p per side of A4
	Postage – cost of Royal Mail standard 2 nd Class Cost of stationery used	Actual cost of Royal Mail standard 2 nd class Dependent on size and quantity required
Statutory Fee	N/A	N/A
Other	N/A	N/A