

CHEVERELL MAGNA PARISH COUNCIL

PUBLICATIONS POLICY

April 2015

Information available from Cheverell Magna Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Per sheet
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	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
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		
Annual return form and report by auditor	Website / hard copy	10p
Finalised budget	Website / hard copy	10p
Precept	Website / hard copy	10p
Financial Standing Orders and Regulations	Website / hard copy	10p
Grants given and received	Website / hard copy	10p
List of current contracts awarded and value of contract	Website / hard copy	10p

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website / hard copy	10p
Parish Plan (current and previous year as a minimum)	Website / hard copy	10p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hard copy	10p
Quality status	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website / hard copy	10p
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / hard copy	10p
Agendas of meetings (as above)	Website / hard copy	10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / hard copy	10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website / hard copy	10p
Responses to consultation papers	Website / hard copy	10p
Responses to planning applications	Website / hard copy	10p
Bye-laws	Website / hard copy	10p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website / hard copy	10p

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Policies and procedures for the conduct of council business: Standing orders, Code of Conduct, Policy statements	Website / hard copy	10p
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)	Website / hard copy	10p
Information security policy	Website / hard copy	10p
Records management policies (records retention, destruction and archive)	Website / hard copy	10p
Data protection policies	Website / hard copy	10p
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Website / hard copy	10p
Register of members' interests	Wiltshire Council website	
Class 7 – The services we offer (Information about the services we offer). Current information only		
Playing fields and recreational facilities		
Bus shelters		

Contact details:

**Mr Chris Hall
Clerk to Cheverell Magna Parish Council
Woodlands
Pear Tree Lane
Great Cheverell
Devizes
Wiltshire
SN10 5TW**

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 @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class