

## Information available from Standon 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>	<p>(hard copy and/or website) Hard Copy: <b>all hard copies charge at rate in table.</b> <b>All web site or email supply free of charge</b></p> <p>Web Site</p>	<p>Free of Charge</p>
<p>Who's who on the Council and its Committees</p>	<p>Web Site</p>	<p>FoC</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Web Site, Newsletter</p>	<p>FoC</p>
<p>Location of main Council office and accessibility details</p>	<p>Meetings held at the Lankester Lounge, Standon &amp; Puckeridge Community Centre, Station Road, Puckeridge</p>	<p>Website FoC</p>
<p>Staffing structure</p>	<p>Clerk</p>	<p>Website FoC</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)  Current and previous financial year as a minimum	(hard copy and/or website)  Email from clerk website	FoC
Annual return form and report by auditor	Web Site/Notice Board/ Email from clerk	FoC
Finalised budget	Email from clerk Website	FoC
Precept	Email from clerk Website	FoC
Borrowing Approval letter	Email from clerk	FoC
Financial Standing Orders and Regulations	Website	FoC
Grants given and received	Email from clerk	FoC
List of current contracts awarded and value of contract	Email from clerk	FoC
Members' allowances and expenses	Email from clerk	FoC
	Hard Copies	See table
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website) Hard copy Web site/email	FoC
Neighbourhood Plan: in progress	SPDDP website	FoC
Annual Report to Parish Meeting	Web site	FoC
Quality status	N/A	FoC

<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions) Minutes of meetings</p> <p>Current and previous council year as a minimum</p>	(hard copy or website) Hard Copy Web Site/email	FoC
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Site/ Email/ notice board/ newsletter	FoC
Agendas of meetings (as above)	Web Site/Email/notice board	FoC
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Site/ Email/ Notice board	FoC
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	email	
Responses to consultation papers	email	FoC
Responses to planning applications	email	FoC
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)  Web Site/ Email	
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	Web Site Email	FoC

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 Complaints procedures (including those covering requests for information and operating the publication scheme)		
GDPR: Information security policy	Web Site	FoC
Records management policies (records retention, destruction and archive)	Web Site	FoC
Data protection policies	Web Site	FoC
Schedule of charges )for the publication of information)	Web Site	FoC
<b>Class 6 – Lists and Registers</b>  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)		
Assets Register	Email	FoC
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)	See EHDC /PC web site	FoC
Register of members' interests	See EHDC or PC web site	FoC

Register of gifts and hospitality	See EHDC or PC web site	FoC
<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	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	FoC
Buildings and village halls	Website/ email	FoC
Parks, playing fields and recreational facilities	Website/ email	FoC
Seating, litter bins, memorials and lighting	Website/ email	FoC
Bus shelters	Website/ email	FoC
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Allotment rent Website/ email	FoC
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

**BELINDA IRONS, CLERK TO STANDON PARISH COUNCIL**  
**14 CRAWLEY END, CHRISHALL, NR ROYSTON, HERTS, SG8 8QL**  
**TEL: 01763 838732**                      **EMAIL: [clerk@standonparishcouncil.gov.uk](mailto:clerk@standonparishcouncil.gov.uk)**  
**WEB SITE:**

## 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 @ £0.10p per sheet (black & white)	Actual cost *
	Photocopying @ £0.20p per sheet (colour)	Actual cost
	A4 envelope £0.20p	
	Postage £0.50p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Clerk or Councillor time	
	£10.00 per hour or part thereof for processing.	

\* the actual cost incurred by the public authority