

Information Available from Smith's Wood 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) Current information only		
Who's on the Council and its Committees	Hard copy Website	Free to collect Free to download
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	Hard copy Website	Free to collect Free to download
Location of main Council office and accessibility details	Hard copy Website	Free to collect Free to download
Staffing Structure	Hard copy	5p per sheet (b&w) + postage
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	Hard copy	5p per sheet (b&w) + postage
Finalised budget	Hard copy	5p per sheet (b&w) + postage
Precept	Hard copy	5p per sheet (b&w) + postage
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy	5p per sheet (b&w) + postage
Grants given and received	Hard copy	5p per sheet (b&w) + postage
List of current contracts awarded and value of contract	Hard copy	Free to collect
Members' allowances and expenses	Hard copy	Free to collect

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)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	Free to collect
Quality Status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 - How we make decisions (Decision making processes and records of decisions). Current and previous year as a minimum.		
Timetable of meeting (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	Free to collect Free to download
Agendas of meetings (as above)	Hard copy Website	Free to collect Free to download
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	5p per sheet (b&w) + postage Free to download
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p per sheet (b&w) + postage
Responses to consultation papers	Hard copy	5p per sheet (b&w) + postage
Responses to planning applications	Hard copy	Free to collect
Bye-laws		
Class 5 - Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<u>Polices and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Policy statements	Hard copy Hard copy Hard copy Hard copy	5p per sheet (b&w) + postage

<u>Policies and procedures for the provision of services and about the employment of staff:</u> Internal policies relating to the delivery of services Equal opportunities 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)	Hard copy Hard copy Hard copy Hard copy	5p per sheet (b&w) + postage 5p per sheet (b&w) + postage Free to collect Free to collect
Information security policy	Hard copy	5p per sheet (b&w) + postage
Records management policies (records retention, destruction and archive)	Hard copy	5p per sheet (b&w) + postage
Data protection policies	Hard copy	5p per sheet (b&w) + postage
Schedule of charges (for the publication of information)	Hard copy Website	Free to collect Free to download
Class 6 - Lists and Registers currently maintained lists and registers only		
Any publicly available register or list		
Assets Register	Hard copy	5p per sheet (b&w) + postage
Disclosure log		
Register of members' interests		
Register of gifts and hospitality		
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		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls	Hard copy Website	Free to collect Free to download

Parks, playing fields and recreational facilities	Hard copy Website	Free to collect Free to download
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (eg- burial fees)		
Additional Information This will provide the council the opportunity to publish information that is not itemised in the lists above.		

Contact details: 9.00am to 1.00pm Monday to Friday

Clerk to the Council
Smith's Wood Parish Council
c/o Smith's Wood Primary Academy
Burton's Way
Smith's Wood
Solihull
B36 0SZ
Tel: 0121 770 8846

SCHEDULE OF CHARGES

→ This describes how the charges have been arrived at. Some documents may already be in print, then charge may be discretionary.

* the actual cost incurred by the Parish Council

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white) Photocopying @ 15p per sheet (colour via printer)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class or large letter rate if applicable.
	Research for archived material: Indication of cost will be given prior to research being undertaken.	Above photocopying charge plus twice the Clerks hourly pay according to the length of time taken.
Statutory fee		In accordance with the relevant legislation.
Other		