

## Information available from Upper Saxondale 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>	Website: <a href="http://www.uppersaxondale.com">www.uppersaxondale.com</a>	free
<b>Who's who on the Council and its Committees</b>	Website	free
Contact details for Parish Clerk and Council members (where applicable)	Website	free
Location of main Council office and accessibility details	Website	free
Staffing structure	N/A	
<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) <p>Current and previous financial year as a minimum</p>	Website	free
<b>Annual return form and report by auditor</b>	Website/Notice board/hard copy	
<b>Finalised budget</b>	Website	free
<b>Precept</b>	Website	free
<b>Borrowing Approval letter</b>	Hard copy	
<b>Financial Standing Orders and Regulations</b>	Website	free
<b>Grants given and received</b>	Hard copy	

Approved: ?? September 2023

Review Due: ?? September 2025

List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard Copy	
<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)	
Parish Plan (current and previous year as a minimum if applicable)	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website	free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

**Class 4 – How we make decisions**  
(Decision making processes and records of decisions)

(hard copy or website)

Current and previous council year as a minimum

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice board	free
Agendas of meetings (as above)	Website/Notice board	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	District Council Website	free
Bye-laws	N/A	

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
<b>Policies and procedures for the conduct of council business:</b>  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers	Website	
<b>Code of Conduct</b> <b>Policy statements</b>		
<b>Policies and procedures for the provision of services and about the employment of staff:</b>  <b>Internal policies relating to the delivery of services</b> 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 where applicable  Website/hard copy where applicable	
<b>Information security policy</b>	N/A	
<b>Records management policies (records retention, destruction and archive)</b>	website	
<b>Data protection policies</b>	website	<b>free</b>
<b>Schedule of charges (for the publication of information)</b>	hardcopy	<b>free</b>

<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	Website	
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)	<b>Hardcopy</b>	
Register of members' interests	District Council Website	
Register of gifts and hospitality	Hard copy	
<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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard Copy	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

### Contact details:

Upper Saxondale Parish Council, Anne Daly – Clerk/RFO, The Green, 26 Devon Lane, Bottesford, NG13 0BZ,  
Tel.: 07939 641551 Email [parishclerk@uppersaxondale.com](mailto:parishclerk@uppersaxondale.com), Web [www.upersaxondale.com](http://www.upersaxondale.com)

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority