

Information available from Dunchurch Parish Council under the model publication scheme –

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>Telephone: 01788 817550 or 07474 705061 Email: clerk@dunchurchpc.org Available from the Web Site or Parish Office.</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>As Above</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>As Above</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Dunchurch Community Library, School Street Dunchurch, Warwickshire, CV22 6PA Office Open Tuesday 10.00 to 13.00 & Thursday 10.00 to 13.00 or by appointment.</p>	<p>N/A</p>
<p>Staffing structure</p>	<p>Parish Clerk plus RFO Administrator</p>	<p>N/A</p>
<p></p>	<p></p>	<p></p>

<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 and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor</p>	<p>Hard Copy Or Email FOC</p>	<p>Standard photocopy charges</p>
<p>Finalised budget</p>	<p>Hard Copy Email FOC</p>	<p>As above</p>
<p>Precept</p>	<p>Hard Copy Email FOC</p>	<p>As above</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	
<p>Financial Regulations & Standing Orders</p>	<p>Web Site</p>	
<p>Grants given and received</p>	<p>Hard Copy Email FOC</p>	<p>As above</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy Email FOC</p>	<p>As above</p>
<p>Members' allowances and expenses</p>	<p>Hard Copy Email FOC</p>	<p>As above</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>(hard copy or website)</p>	
<p>Parish Plan (current and previous year as a minimum)</p>	<p>N/A</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Hard Copy Email FOC</p>	<p>As above</p>

Neighbourhood Plan	Hard copy	Standard photocopy
	Website	FOC
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Site, Notice Board and Parish Office	Free
Agendas of meetings (as above)	As above	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy Email FOC	Standard photocopy charges
Responses to consultation papers	Hard Copy Email FOC	As above
Responses to planning applications	Hard Copy Email FOC	As above
Bye-laws	N/A	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Web Site, Hard Copy or Email</p>	<p>Standard photocopy charges for hard copies</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard Copy apart from Complaints Procedure which is available on the Web Site</p>	<p>Standard photocopy charges</p>

Information security policy	As per Data Protection Act	
Records management policies (records retention, destruction and archive)	As per WALC Guidelines	
Data protection policies	As per Data Protection Act	
Schedule of charges (for the publication of information)	See below	
Class 6 – Lists and Registers		
Assets Register	Hard Copy Email FOC	Standard photocopy charges
Register of members' interests	Hard Copy	Standard photocopy charges
Register of gifts and hospitality	Hard Copy	Standard photocopy charges
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	N/A	
Burial grounds and closed churchyards	N/A	

Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Some services from Parish Council some from Rugby Borough Council	
Seating, litter bins, clocks, memorials and lighting	Some services from Parish Council some from Rugby Borough Council	
Library Service	Web site or visit	
Youth Group	Contact the Clerk	
Bus shelters	Hard Copy	
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	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Contact The Clerk on 01788 817550 or 07474 705061 to make an appointment
 Parish Office: Dunchurch Community Library, School Street, Dunchurch, Warwickshire, CV22 6PA**

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 @12p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class