

Information available from Chilton Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Noticeboard, PC website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Noticeboard , Chronicle, Parish Council website	
Location of main Council office and accessibility details	Noticeboard	
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- contact Clerk	
Finalised budget	Hard copy – contact Clerk	
Precept	Hard copy – contact Clerk	
Financial Standing Orders and Regulations	Website	
Grants given and received	contact Clerk	
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)	Village Plan Hard Copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Contact Clerk	
Class 4 – How we make decisions (Decision making processes and records of decisions)		

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Website	
Responses to planning applications	Website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Website	
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme)	contact Clerk	
Records management policies (records retention, destruction and archive)	contact Clerk	
Data protection policies		
Schedule of charges (for the publication of information)	contact Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only		
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)	contact Clerk	
Register of members' interests	contact Clerk	

Register of gifts and hospitality	contact Clerk	
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	contact Clerk	
Community centres and village halls	contact Clerk	
Parks, playing fields and recreational facilities	contact Clerk	
Seating, litter bins, clocks, memorials and lighting	contact Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Clerk, Liz Morris 6 Latton Close Chilton Didcot Oxon OX11 0SU; 01235 834233 ; parishclerkchilton@btinternet.com
www.parish-council.com/chilton

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 @ .p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority