

Information available from Dodford with Grafton 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Bromsgrove District Council (BDC) Web site	
Contact details for Parish Clerk and Council members	BDC Web site	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<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>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy from Clerk	
Finalised budget	Hard copy from Clerk	

Precept	Hard copy from Clerk	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy from Clerk	
Grants given and received	Hard copy from Clerk	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Hard Copy from Clerk	£3.50 + P&P
Annual Report to Parish or Community Meeting	Website or hard copy from Clerk	
Quality status	Website	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of Council meetings	Website	
Minutes of meetings	Website for full Council meetings; Planning Committee meetings hard copy from Clerk	

Reports presented to council meetings	Hard copy from Clerk	
Responses to consultation papers	Hard copy from Clerk	
Responses to planning applications	Hard copy or Email from Clerk	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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 Code of Conduct Policy statements	Hard copy of all of these from Clerk	
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from Clerk	
Schedule of charges (for the publication of information)	See below	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Assets Register	N/A	
Register of members' interests	Hard copy from Clerk	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only	N/A	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
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 (e.g. burial fees)		

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Draft Village Design Statement	Hard copy from Clerk	

Contact details: C E Limm (Clerk) 01527 559003

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1 for 1 st sheet and 10p each for subsequent sheets (black & white)	Actual cost
	Postage at current rate for 1 st class postage	Actual cost of Royal Mail 1 st class