

Information available from St. Albans Parish Council under the model publication scheme Adopted: 29/01/2019

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>	Website: https://stalbanpc.org/	free
Who's who on the Council and its Committees	Website	free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/notice board (clerk only)	free
Location of main Council office and accessibility details	Website	free
Staffing structure	Website	free
<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>	Website	free
Annual return form and report by auditor	Website/Notice board/hard copy	
Finalised budget	Website	free

Precept	Website	free
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Website	free
Grants given and received	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard Copy	
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 (current and previous year as a minimum)	Website once published	free
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	GBC Website	free
Bye-laws	Hard Copy	
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	Website	
Code of Conduct Policy statements		

Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	website	
Data protection policies	website	free
Schedule of charges)for the publication of information)	website	free
Class 6 – Lists and Registers 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)	Hardcopy	
Register of members' interests	GBC Website	
Register of gifts and hospitality	Hard copy	

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	N/A	
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:

St. Albans Parish Council, Belina Boyer – Clerk/RFO, 3 Jackson Court, Farndon, Newark, NG24 3TS,
Tel.: 07857774847, Email clerk@stalbanpc.org, Web <https://stalbanpc.org/>

SCHEDULE OF CHARGES

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

* the actual cost incurred by the public authority