

Information available from Cusop 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 This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members	Clerk: website Councillors: hard copy - contact Clerk	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 Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy - contact Clerk	Free
Finalised budget	Hard copy - contact Clerk	Free
Precept	Hard copy - contact Clerk	Free
Financial Regulations	Hard copy - contact Clerk	Free
Grants given and received	Hard copy - contact Clerk	Free
List of current contracts awarded and value of contract	Hard copy - contact Clerk	Free
Members' allowances and expenses	Hard copy - contact Clerk	Free
<p>Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews</p>		
Parish Plan	Hard copy - contact Clerk	Free

Annual Report to Parish Meeting (minutes of annual parish meeting - current and previous year as a minimum)	Website Hard copy - contact Clerk	Free
Quality status	Hard copy - contact Clerk	Free
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 and Parish meetings)	Website (next meeting) Hard copy - contact Clerk	Free
Agendas of meetings (as above)	Website (next meeting) Hard copy - contact Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy - contact Clerk	Free
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website (clerk's reports) Hard copy - contact Clerk	Free
Responses to consultation papers	Website (minutes) Hard copy - contact Clerk	Free
Responses to planning applications	Website (minutes) Hard copy - contact Clerk	Free
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: Standing Orders Code of Conduct	Hard copy - contact Clerk	Free
Policies and procedures for the provision of services: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	
Schedule of charges (for the publication of information)	Website	
Class 6 – Lists and Registers Currently maintained lists and registers only		

Assets Register	Hard copy - contact Clerk	Free
Register of members' interests	Hard copy - contact Clerk	Free
Register of gifts and hospitality	Hard copy - contact Clerk	Free
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		
Playing Field	Website Hard copy - contact Clerk	Free
Seating, litter bins	Hard copy - contact Clerk	Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to Cusop Parish Council
Burnside
Cusop
Herefordshire
HR3 5RQ

telephone: 01497 820377
email: clerk@cusop.net

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	Nil	
	Nil	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority