

Documents available from the Council

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.	Available on website	
Who's who on the Council and its Committees	Available on website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available on website	
Location of main Council office and accessibility details	Available on website	
Staffing structure	One member of staff – Clerk and RFO	
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	Available on website or in hard copy	No cost
Annual return form and report by auditor	Available as hard copy or website	No cost
Finalised budget	Available as hard copy or website	No cost
Precept	Available as hard copy or website	No cost
Borrowing Approval letter	Available as hard copy or website	No Cost
Financial Standing Orders and Regulations	Available as hard copy or website	No cost

Grants given and received	Available as hard copy or website	No cost
Members' allowances and expenses	Available as hard copy or website	No cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Available on website or in hard copy	No cost
Parish Plan (current and previous year as a minimum)	Available in hard copy	No cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available in hard copy	No cost
Quality status	Available on website	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Available as hard copy or website	No cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available as hard copy or website	No cost
Agendas of meetings (as above)	Available as hard copy or website	No cost
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Available as hard copy or website	No cost
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Available as hard copy or website	No cost
Responses to consultation papers	Available as hard copy or website	No cost
Responses to planning applications	Available as hard copy or website	No cost

Bye-laws	Available as hard copy or website	No cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Available as hard copy or website	No cost
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	Available as hard copy or website	No cost
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Available as hard copy or website	No cost
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	Available as hard copy or website	No cost

Schedule of charges (for the publication of information)	Not applicable	
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)	Inspection	No cost
Assets register	Available as hard copy or website	No cost
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)	Available as hard copy or website	No cost
Register of members' interests	Available as hard copy or website	No cost
Register of gifts and hospitality	Available as hard copy or website	No cost
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	Inspection	No cost
Burial grounds and closed churchyards	Inspection	No cost
Community centres and village halls	Inspection	No cost
Parks, playing fields and recreational facilities	Inspection	No cost
Seating, litter bins, clocks, memorials and lighting	Inspection	No cost
Bus shelters	Inspection	No cost
Markets	Inspection	No cost
Public conveniences	Inspection	No cost
Agency agreements	Inspection	No cost

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Inspection	No cost
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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SCHEDULE OF CHARGES

There will be no charge made for hard copies of council Information