

Information available from Chappel Parish Council under the model publication scheme – May 2025

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>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	No Office – Contact Parish Clerk, 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>	(hard copy and/or website)	
Annual return form and report by auditor	Website	Free
Finalised budget	Parish Clerk	10p/page
Precept	CCC Rates	10p/page

	Publication/Parish Clerk	
Borrowing Approval letter	Parish Clerk	10p/page
Financial Standing Orders and Regulations	Parish Clerk	10p/page
Grants given and received	Parish Clerk	10p/page
List of current contracts awarded and value of contract	Parish Clerk	10p/page
Members' allowances and expenses	Parish Clerk	10p/page
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)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Chairman Statement – Annual Parish Meeting - Website	Free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
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	Free
Agendas of meetings (as above)	Website	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.	Parish Clerk	10p/page

Responses to consultation papers	Parish Clerk	10p/page
Responses to planning applications	CCC Planning Website	Free
Bye-laws	Not applicable	-
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	Parish Clerk	10p/page
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)	Parish Clerk	10p/page
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Parish Clerk	10p/page

Data protection policies	Parish Clerk	10p/page
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)	Not applicable	
Assets Register	Parish Clerk	10p/page
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)	Not applicable	
Register of members' interests	Website	
Register of gifts and hospitality	Parish Clerk	10p/page
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	Parish Clerk	10p/page
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Parish Clerk	10p/page
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	10p/page
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with	Not applicable	

those fees (e.g. burial fees)		

Chairman:

Clerk:

Date:

Contact details: parishclerk@chappel.org