

Information available from Porlock Parish Council under the model publication scheme

Single copies of all documents are free.

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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website/Social Media Parish Council Noticeboard Hard copy	
Who's who on the Council and its Committees	Website Hard copy	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website Parish Council Noticeboard	
Staffing structure	Hard copy	
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	(Hard copy and/or website)	
Annual Governance & Accountability Return form and report by External Auditor	Website Hard copy	
Finalised budget	Hard copy	
Precept	Hard copy	
Financial Standing Orders and Regulations	Website Hard copy	
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)	
Annual Report to Annual Parish Meeting	Website Hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	
Agendas of meetings (as above)	Website Parish Council Noticeboard Hard copy	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website Porlock Community Library Hard copy	
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website as appropriate Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	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 & Financial Regulations Committee, Portfolio, Working Group Terms of Reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy/website	

Policies and procedures for the provision of services and about the employment of staff:		
Recruitment/staffing policies (including current vacancies)	Hard copy/website	
Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management policies (records retention, destruction and archive)	Hard copy/website	
Schedule of charges (for the publication of information)	Hard copy/website	
Class 6 – Lists and Registers	(Hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy (some information may only be available by inspection)	
Assets Register	Website Hard copy	
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)	Hard copy	
Register of members' interests	Website Hard copy	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer	(Hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Hawkcombe Cemetery	Website/ Hard copy	
High Bank Car Park	Hard copy	
Hawkcombe Rec	Hard copy	
Street furniture, memorials, floral displays	Hard copy	
Library	Hard copy	
Village Hall car park	Hard copy	
Doverhay toilets	Hard copy	
Old School Centre toilet	Hard copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. car parks)	Hard copy (or appropriate minute)	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to Porlock Parish Council
Parish Room, Old School Centre, West End, Porlock TA24 8NP
clerk@porlockparishcouncil.gov.uk
www.porlockparishcouncil.gov.uk

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	Single copies of all documents are free	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		