

Information available from Eastnor & Donnington Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations & contacts) This will be current information only		
Who's who on the Council and its Committees	Parish Noticeboards Paper copy	FOC 10p per page*
Contact details for Parish Clerk and Council members	Parish Noticeboards Paper copy	FOC 10p per page*
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)		
Annual Report form and report by auditor	Paper copy Noticeboard	10p per page* FOC
Finalised budget	Paper copy	10p per page*
Grants given & received	Paper copy	10p per page*
List of current contracts awarded	Paper copy	10p per page*
Class 3 – What our priorities are and how we are doing (Strategies & plans, performance indicators, audits, inspections and reviews)		
Chairman's Annual Report to Parish Meeting	Paper copy	10p per page*
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		

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Timetable of meetings (Council, Committees & Parish Meetings)	Parish Noticeboards Paper Copy	FOC 10p per page*
Agendas of Meetings	Paper copy at Meeting	FOC
Minutes of Meetings (this will exclude information that is properly regarded as private to the meeting)	Paper copy at Meeting Paper copy at a later date	FOC 10p per page*
Responses to consultation papers	Paper Copy	10p per page*
Responses to planning applications (Minutes of Planning Committee Meetings)	Paper copy at Meeting Paper copy at a later date	FOC 10p per page*
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	 Paper copy	 10p per page*
Policies and procedures for the conduct of council business: Committee & Working Group Terms of Reference Code of Conduct Policy Statements	 Paper copy Paper copy Paper copy	 10p per page* 10p per page* 10p per page*
Recruitment policies including current vacancies Policies and procedures for handling requests for information Complaints procedures (incl those covering requests for information and operating the publication scheme)	Parish Noticeboards Paper copy	FOC 10p per copy*
Information security policy Records management policies Data protection policies	Confidential	

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Class 6 – Lists & Registers Currently maintained lists & registers only		
Any publicly available register or list	Paper copy	10p per page*
Assets Register	Paper copy	10p per page*
Register of members' interests	Application to Herefordshire Council	
Register of gifts and hospitality	Application to Herefordshire Council	
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 & recreational facilities	Paper copy	10p per page*
War Memorial		
Emergency Plan	Application to Herefordshire Council	
Schedule of Charges (This describes how the charges have been arrived at and should be published as part of the guide)		
*Photocopying @ 10p per page (black & white) – printing or photocopying costs		
*Postage – Actual cost of Royal Mail standard 2 nd class		