

Information available from Harbury Parish Council under the model publication scheme

**HARBURY PARISH COUNCIL
UNIT 2 BULL RING BUSINESS CENTRE
CHURCH TERRACE
HARBURY
LEAMINGTON SPA
CV33 9HL
TELEPHONE 01926 614646
E-MAIL clerk@harbury-pc.gov.uk
WEBSITE: www.harbury-pc.gov.uk**

Costs for all categories will be charged at the discretion of the Council. Costs will be reasonable and proportionate and will not exceed 10p per printed sheet.

Information to be published	How the information can be obtained	Cost
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<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Full details available on website or on request from Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or hard copy available from Clerk	
Location of main Council office and accessibility details	Unit 2, Bull Ring Business Centre, Church Terrace, Harbury, Leamington Spa CV33 9GZ Telephone: 01926-614646 E-mail clerk@harbury-pc.gov.uk	
Staffing structure	Website or details available from Clerk	

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 return form and report by auditor	Hard copy available from Clerk	
Finalised budget	Electronic and Hard Copies available from Clerk	
Precept	Available from Clerk	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Electronic and Hard Copies available from Clerk	
Grants given and received	Available from Clerk	
List of current contracts awarded and value of contract	Available from Clerk	
Members' allowances and expenses	Available from Clerk	
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)	Available from website or hard copy on request from Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Harbury Library or from Clerk	

Quality status	Council has current Quality Status	
Local charters drawn up in accordance with DCLG guidelines		
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 and available from Clerk	
Agendas of meetings (as above)	Website, Parish Notice Boards and available from Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Harbury Library and available from Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Electronic and hard copies available from clerk	
Responses to consultation papers	Electronic and hard copies available from clerk	
Responses to planning applications	Website and hard copies available from clerk	
Bye-laws	Available from Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Electronic and hard copies available from Clerk for all items in this section	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>No written policy held. No Written policy held No written policy held.* No written policy held. Available on request – Clerk.</p> <p>* Current risk assessment available on request from clerk.</p>	
Information security policy	No written policy held – current risk assessment available from clerk	
Records management policies (records retention, destruction and archive)	No Written policy held	
Data protection policies	No written policy held.	

Schedule of charges)for the publication of information)		
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)		
Assets Register	Electronic and hard copies available from clerk	
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)		
Register of members' interests	Hard Copy available from clerk	
Register of gifts and hospitality	Hard Copy available from clerk	
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		
Allotments	Pineham Farm Allotments: Information available from clerk	
Burial grounds and closed churchyards	Harbury Cemetery: information available from clerk, risk assessment	

	information available on website	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Harbury Playing Fields: Information available from clerk.	
Seating, litter bins, clocks, memorials and lighting	Information available from clerk	
Bus shelters	High Street: information available from clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Allotments Burial Fees	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**Mrs N Thompson
Clerk to the Council
Unit 2, Bull Ring Business Centre
Church Terrace
Harbury
Leamington Spa
CV33 9HL**

Telephone: 01926-6146464

E-mail: clerk@harbury-pc.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	Photocopying @ ..p per sheet (black & white)	Actual cost * 10p per hard copy at discretion of Council
	Photocopying @ ..p per sheet (colour)	Actual cost – n/a
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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* the actual cost incurred by the public authority