

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 | |
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| <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 | 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 | |
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| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> | (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 | |

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| Quality status | Council has current Quality Status | |
| Local charters drawn up in accordance with DCLG guidelines | | |
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| 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 | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | (hard copy or website) | |

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| 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. | |

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| 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 | |
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| 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 | |

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