

## Information available from Worth Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	On parish noticeboard	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	On parish noticeboard and website	Free
Location of main Council office and accessibility details	On parish noticeboard and website	Free
Staffing structure	Not applicable	
<p><b>Class 2 – What we spend and how we spend it</b> (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>		

Annual return form and report by auditor	Available from clerk on application	Free
Finalised budget	As above	Free
Precept	As above	Free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Available from clerk on application	Yes
Grants given and received	Available from clerk on application	Yes
List of current contracts awarded and value of contract	Available from clerk on application	Yes
Members' allowances and expenses	Available from clerk on application	Yes
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Neighbourhood Development Plan adopted	A cost
Annual Report to Parish at Annual Parish Meeting by Chair	Contact chair via Clerk	Free
Quality status	The Council does not have quality status	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard	Free
Agendas of meetings (as above)	On parish noticeboard 5 clear days before meeting.	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On parish noticeboard after approval at meeting	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Where applicable, available from clerk on application	Yes
Responses to consultation papers	Where applicable, available from clerk on application	Yes
Responses to planning applications	In approved minutes	Yes
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders Committee and sub-committee terms of reference	From clerk on application Not applicable	Yes

Delegated authority in respect of officers	Financial regs from clerk on application	Yes
Code of Conduct	From clerk on application	Yes
Policy statements	Under development	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Not applicable	
Equality and diversity policy	Not applicable	
Health and safety policy	Not applicable	
Recruitment policies (including current vacancies)	Not applicable	
Policies and procedures for handling requests for information	Not applicable	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Not applicable	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)		
<b>Class 6 – Lists and Registers</b>		
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)	None held	
Assets Register	Available from clerk on application	Yes

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	Available from Dover District Council	
Register of gifts and hospitality	Not applicable	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only		
Allotments	Available from clerk on application	Yes
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Available from clerk on application	Yes
Seating, litter bins, clocks, memorials and lighting	Available from clerk on application	Yes
Pond	Available from clerk on application	Yes
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 those fees (e.g. burial fees)	Not applicable	