

**INFORMATION AVAILABLE FROM SWINFEN AND PACKINGTON PARISH
COUNCIL UNDER THE MODEL PUBLICATION SCHEME
(Effective from 01 January 2009 - Adopted 12 May 2010)**

Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts). Current information only.

Information to be published	How the information can be obtained	Cost
Who's who on the Council	Hard copy	Free * ¹
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone numbers)	Hard copy Newsletter	Free * ¹

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.

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Hard copy	Free * ¹
Finalised budget	Hard copy	Free * ¹
Precept	Hard copy	Free * ¹
Financial Standing Orders and Regulations	Hard copy	Free * ¹
Grants given and received	Hard copy Newsletter	Free * ¹
Members' allowances and expenses	Hard copy	Free * ¹

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews).

Information to be published	How the information can be obtained	Cost
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	Free * ¹

Quality Status	<i>None at present, but if any subsequently</i> Hard copy	Free * ¹
Local Charters drawn up in accordance with DCLG guidelines	<i>None at present, but if any subsequently</i> Hard copy	Free * ¹

Class 4 – How we make decisions

(Decision making processes and records of decisions). Current and previous council year as a minimum.

Information to be published	How the information can be obtained	Cost
Timetable of Meetings	Hard copy Notice Board	Free * ¹
Agendas of Meetings (as above)	Hard copy	Free * ¹
Minutes of Meetings (as above) – NB this will exclude information that is properly regarded as confidential to the meeting.	Hard copy	Free * ¹
Reports presented to Council Meetings – NB this will exclude information that is properly regarded as confidential to the meeting.	Hard copy	Free * ¹
Responses to consultation papers	Hard copy	Free * ¹
Responses to planning applications	Hard copy	Free * ¹
Bye-laws	<i>None at present, but if any subsequently</i> Hard copy	Free * ¹

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of Council business:		

Procedural standing orders	Hard copy	Free * ¹
Delegated authority in respect of officers	Contained in Standing Orders and Council Meetings	Free * ¹

Class 6 – Lists and Registers

(Currently maintained listed and registers only).

Information to be published	How the information can be obtained	Cost
Register of Members' interests	By inspection	Free

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.

Information to be published	How the information can be obtained	Cost
Bus shelters	Hard copy	Free * ¹
Notice boards	Hard copy	Free * ¹

Contact details:

Town Clerk

Swinfen and Packington Parish Council
6 Highfield Close
Burntwood
WS7 9AR

Tel: jayneminor@talktalk.net

SCHEDULE OF CHARGES

*¹One copy of any document will be supplied free of charge to any resident within the Parish Council's boundaries upon request.

For multiple copies, and/or for documents which are requested to be mailed, the charge will be the copying cost of 10p per sheet black and white, 30p per sheet colour (based on actual cost) and the actual cost of Royal Mail 2nd class postage if applicable.