

Information available from Sealand Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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	Contact Clerk	Free
Contact details for Community Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Contact Clerk	Free
Location of main Council office and accessibility details	Clerk's home address	Free
Staffing structure	Clerk and Play Area Attendant are the only appointments	Free

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		
Annual return form and report by auditor	Hard copy contact Clerk	£1.00p
Finalised budget	Hard copy contact Clerk	10p per page
Precept	Council January minutes contact Clerk	Free
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard copy contact Clerk	10p per page
Grants given and received	Council minutes –contact Clerk	Free
List of current contracts awarded and value of contract	Hard copy contact Clerk	Free
Members' allowances and expenses	Hard copy contact Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		

Parish Plan (current and previous year as a minimum)	Not Applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Not Applicable	
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (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)	Hard copy contact	Free
Agendas of meetings (as above)	Contact Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Contact Clerk	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy contact Clerk	Free
Responses to consultation papers	Hard copy contact Clerk	Free
Responses to planning applications	Council minutes - contact Clerk	Free
Bye-laws	Not Applicable	

Class 5 – Our policies and procedures (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 Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy contact Clerk	10p per page
Policies and procedures for the provision of services and about the employment of staff: 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)	Not applicable	

Information security policy	Not Applicable	
Records management policies (records retention, destruction and archive)	Not Applicable	
Data protection policies	Contact Clerk	10p per page
Schedule of charges (for the publication of information)	Contact Clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact Clerk	Free
Assets Register	Contact Clerk	Free
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)	Contact Clerk	Free
Register of members' interests	Contact Clerk	Free
Register of gifts and hospitality	Contact Clerk	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		
Allotments	Not Applicable	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Not Applicable	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk for seating and lighting only	Free
Bus shelters	Not Applicable	
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	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Christmas Lighting	Not Applicable	
Community Newsletter	Not Applicable	
Applications for Financial Assistance from Local Organisations	Contact Clerk	Free
Notice Boards	Contact Clerk	Free

Contact details: Mr. Peter Richmond, Clerk to Sealand Community Council 3 Blakeley Court, Raby Mere, Wirral. CH63 0ND:

Tel. 0151-334-2247. Mobile 07932 925958. Email sealandcc@googlemail.com

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 @10p per sheet (black & white)	Actual cost *

	Photocopying @ ..p per sheet (colour) Not Available	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

PR – 24th December 2008.

Reviewed on 16th December 2013 and agreed

* the actual cost incurred by the public authority