

Information available from Much Birch Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Information standard fee £10.00 per request plus a photo copying charge for each individual document requested.</p>		
<p>Class1 - Who we are and what we do</p>		
<p>Who's who on the Council</p>	<p>Hard Copy Website</p>	<p>Free Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Displayed on Parish Council Notice boards Hard Copy Website</p>	<p>Free Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Not Applicable</p>	
<p>Staffing structure</p>	<p>Not applicable</p>	

Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy – contact Clerk	25p per sheet (black & white only)
Finalised budget/ Precept	Hard Copy- Contact Clerk Contained with in minutes On website	25p per sheet (black & white only)
Financial Standing Orders and Regulations	Hard Copy-Contact Clerk Website	25p per sheet (black & white only) Free
Grants given and received	Inspection-Contact Clerk	
List of current contracts awarded and value of contract (lengthsman)	Hard Copy- Contact Clerk	25p per sheet (black & white only)
Members' allowances and expenses	Not Applicable	
Class 3 – What our priorities are and how we are doing		

Parish Plan	Hard Copy- Contact Clerk	free
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy- Contact Clerk Website	25p per sheet(black & white only)
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions		
Timetable of meetings (Council meetings and parish meetings)	Listed on Parish Council notice boards Hard Copy –Contact Clerk Website	25p per sheet(black & white only) Free
Agendas of meetings (as above)	On Parish Council notice Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy- Contact Clerk Website	25p per sheet(black & white only) Free

Reports presented to council meetings - <i>nb this will exclude information that is properly regarded as private to the meeting.</i>	Hard Copy- Contact Clerk Website where applicable	25p per sheet(black & white only)
Responses to consultation papers	Hard Copy- Contact Clerk	25p per sheet(black & white only)
Class 5 – Our policies and procedures Policies and procedures for the conduct of council business (Current information only)		
Procedural standing orders	Hard Copy – Contact Clerk	25p per sheet (black & white)
Committee and sub-committee terms of reference Complaints procedure	Not Applicable Hard Copy –Contact Clerk	25p per sheet(black & White)
Delegated authority in respect of officers	Contained within minutes of meetings- Available form Clerk	25p per sheet (black & white)
Policy Statements	Not Applicable	

Code of Conduct	Hard Copy – Contact Clerk	25p per sheet(black & white)
Class 5 – Our policies and procedures cont: Policies and procedures for the provision of services and about the employment of staff: nb this will exclude information that is properly regarded as private/Data protection act. Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)	Not Applicable	
Information security policy	Not Applicable	
Data protection policies	Not Applicable	
Schedule of charges (for the publication of information)	Hard Copy – Contact Clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Register of Members' interests	Maintained by Herefordshire Council Inspection – Contact Clerk	
Assets Register	Hard Copy – Contact Clerk	25p per sheet(black & white)
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 gifts and hospitality	Maintained by Herefordshire council Inspection- Contact Clerk	
Class 7 – The services we offer Current maintained lists & registers only 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	Not Applicable	
Bus shelters	Not Applicable	
Markets	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	

Contact details:

Hackford House
Dinedor
Hereford
HR2 6PD

Parish Clerk - Mrs Kath Greenow Parish Clerk

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Website: www.muchbirchparish.org.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 @ 25.p per sheet (black & white)	Actual cost *
	Photocopying @ 35p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		£10.00

* the actual cost incurred by the public authority