

Information available from Aughton, Bailey and Chaigley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
	Website www.hurst-green.co.uk	free
Who's who on the Council and its Committees	Website Hard copy	free 10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p
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	Website Hard copy	Free 10p
Annual return form and report by auditor	Website Hard copy	Free 10p per page
Finalised budget	Website Hard copy	Free 10p

Financial Standing Regulations	Website Hard copy	Free 10p per page
Grants given and received- when relevant	Hard copy	10p
List of current contracts awarded and value of contract	Hard copy	10p per page
Members' allowances and expenses- when relevant	Hard copy	10p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish Meeting	Website Hard copy	Free 10p
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings	Website Hard copy	Free 10p
Agendas of meetings (as above)	Website Hard Copy	Free 10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Website Hard Copy	Free 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)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p

Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; 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)		
Assets Register	Website Hard Copy	Free 10p
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	10p
Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Public conveniences		
Additional Information This will provide Councils with the opportunity to publish information that is not		

itemised in the lists above		

Contact details:

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

* The actual cost incurred by the public authority

Policy accepted and updated on:
21st September 2026
Minute 11 / c)