

Information Publication Scheme

| Information to be published | How the information can be obtained | Cost |
|--|---|--------------------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | | |
| Who's who on the Council and its Committees | Parish Council Clerk (hard copy)/ Website | 10 pence per sheet/F.O.C |
| Contact details for Parish Clerk and Council members | Website/CCN | F.O.C. |
| Location of main Council office and accessibility details | Post: c/o Parish Clerk, 59 Glebe Close, Credenhill, Hereford. HR4 7EX. | N/a |
| Acting Parish Council Clerk and RFO | Website and Notice Board | F.O.C. |
| Annual return form and report by auditor | From the Clerk or on the Website | £5.00/F.O.C |
| Finalised budget | From the Clerk or on the Website | 10 pence per sheet/F.O.C |
| Precept | From the Clerk or on the Website | 10 pence per sheet/F.O.C |
| Financial Standing Orders and Regulations | From the Clerk or on the Website | 10 pence per sheet/F.O.C |
| Grants given and received | From the Clerk or on the Website | 10 pence per sheet/F.O.C |
| List of current contracts awarded and value of contract | From the Clerk or on the Website | 10 pence per sheet/F.O.C |
| Members' allowance and expenses | From the Clerk or on the Website | 10 pence per sheet/F.O.C |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Annual Report to Parish or Community Meeting | From the Clerk or on the Website | 10 pence per sheet/F.O.C |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | From the Parish Clerk/Parish Notice Board/ or on the website | 10 pence per sheet/F.O.C |
| Agendas of meetings (as above) | From the Parish Clerk/Parish Notice Board/ or on the website | 10 pence per sheet/F.O.C |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | From the Parish Clerk or on the website | 10 pence per sheet/F.O.C |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | From the Parish Clerk | 10 pence per sheet/F.O.C |

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| Responses to consultation papers | From the Parish Clerk or on the website | 10 pence per sheet/F.O.C |
| Responses to planning applications | From the Parish Clerk or Herefordshire Council | 10 pence per sheet/F.O.C |
| Bye-laws | N/A | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| 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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Standard approved models | 10 pence per sheet/F.O.C |
| Information security policy | As per Herefordshire Council – see their website | F.O.C. |
| Records management policies(records retention, destruction and archive) | As per Herefordshire Council – see their website | F.O.C. |
| Data protection policies | National Register | 10 pence per sheet |
| Schedule of charges (for the publication of information) | From the Parish Clerk | 10 pence per sheet |
| | | |
| Class 6 – Lists and Registers Currently maintained lists and registers only | From Herefordshire Council | |
| Any publicly available register or list | From Herefordshire Council | |
| Assets register | From the Parish Clerk (Hard copy, Website or email) | 10 pence per sheet |
| Register of members' interests | From the Parish Clerk or Herefordshire's Council website | 10 pence per sheet/F.O.C. |
| Register of gifts and hospitality | From the Parish Clerk or Herefordshire's Council website | 10 pence per sheet/F.O.C. |
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| 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 | From the Parish Clerk (hard copy or website: some information may only be available by inspection) | 10 pence per sheet |

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| Allotments | N/A | |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | Yes | |
| Parks, playing fields and recreational facilities | Yes | |
| Seating, litter bins | Yes | |
| Bus shelters | N/A | |
| Markets | N/A | |

These Standing Orders were adopted by the Credenhill Parish Council at a meeting of the Council held on 15th May 2024.

Contact details: The Parish Clerk, 59 Glebe Close, Credenhill, Hereford. HR4 7EX.
Telephone: 07956 447 056
E-mail: Clark@credenhill-pc.org.uk

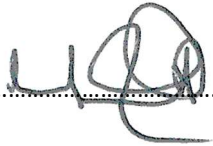
SCHEDULE OF CHARGES

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 @ 10p per sheet (black & white) | Actual cost 10p* |
| Disbursement cost | Photocopying @ 25p per sheet (colour) | Actual cost 25p* |
| Disbursement cost | Email | F.O.C. |
| Disbursement cost | Postage | Actual cost of Royal Mail standard 2 nd class |

* the actual cost incurred by the public authority

Signed Parish Council Chair –



Parish Council Clerk/RFO – Dated 17 May 20223– Item 5.4