

CHADDESLEY CORBETT PARISH COUNCIL – PUBLICATION SCHEME

Adopted by Parish Council at their meeting on 1 December 2008 – Item 7

Information to be published	How this information can be obtained	Cost (if any)
<b>CLASS 1 – Who we are and what we do</b>		
Parish Council – what we do	Available on website	
Structure of Parish Council	Available on website	
Locations – No registered office	Information available from Parish Clerk	
Contacts – Parish Councillors	Available on website Available in Parish Magazine distributed locally every month Available from the Clerk	
Who's who on the Council and its Committees	Available on the website Available in Parish Magazine Available from the Clerk	
Staffing Structure	One Employee – The Clerk	
<b>CLASS 2 – What we spend and how we spend it</b>		
Financial Information relating to projected and actual income and expenditure	Available from the website Available from Minutes of meetings published in Parish Magazine Available from the Clerk	
Annual Return form for previous financial year approved by external and internal auditor	Published on the website Available from the Clerk	
Finished Budget	Available on the website Available from the Clerk	
Precept	Precept Modelling available on website	
Financial Standing Orders and Regulations	Available on the website Available from the Clerk	15p per page
Grants given and received	Available on website Available from the Clerk	
List of Contracts Awarded and value of contract	Available from the Clerk	15p per page
<b>CLASS 3 – What our priorities are and how we are doing</b>		

Parish Plan Neighbourhood Plan Annual Report to Parish Meeting	Available on website Available on website free of charge Paper copy available from the clerk Available on website	£25.00
Quality Status Foundation Quality and Gold	Originally Awarded in 2005 and re-affirmed in 2010 Foundation Stage awarded for 12 months in October 2015 In preparation Certificates on website	
<b>CLASS 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	Timetable available on website	
Agendas of meetings	Notices on Notice Boards Distributed by email to Wyre Forest officers and clerks Distributed to Parish Councillors in paper format Available from website 5 days before meetings	
Minutes of meetings	Copies on Notice Boards Copy reproduced in monthly Parish Magazine Available from website within 10 days of meetings	
Complaints Procedures including requests for information and operating the publication scheme	Complaints Policy Document available on website Schedule of complaints available on website Paper copy available from clerk	15p per copy
Policy for security of documents and management	Available on the website	
Data Protection	Member of ICO	
<b>CLASS 6 –Lists and Registers</b> Currently maintained lists of registers only		
Assets Register	Available from website	

Register of Members' Interests	Available from Wye Forest District Council website	
Register of Gifts and Hospitality	No list maintained as none have been registered	
Emergency Plan	Confidential	
<b>CLASS 7 – The Services we offer</b>		
Burial Ground list and charges	Available from website Information available from Clerk	
Allotments	Plan available from website Information available from Clerk	
Community Orchard	Plan of trees available from website	
Bus Shelters	3 bus shelters installed and maintained. Briar Hill, A448, Harvington	
Grass Cutting	Urban grass cutting contracted from County Council	
Waste Bins	Emptying waste bins under contract from District Council	
<b>ADDITIONAL INFORMATION</b>		
<b>The Clerk</b>	email: <a href="mailto:clerk@chaddesleyparishcouncil.org.uk">clerk@chaddesleyparishcouncil.org.uk</a> Telephone 01299 851654	
<b>Schedule of Charges</b>	15p per photocopy £25.00 colour copy of Neighbourhood Plan	