

Guide to Information available from Peterston Super Ely Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>Information about us, structures, locations and contacts</p>	<p>Freely available on the web-site. A hard copy can be obtained from the Clerk</p>	<p>10 pence per page copied plus postage. In cases where large bulk of papers are requested, a charge may be levied for the time of the Clerk in processing the request</p>
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p>As above</p>
<p>Contact details for Clerk</p>	<p>The Clerk to the Council is Catherine Craven e-mail: pseccc@hotmail.co.uk</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>The Council does not have an office</p>	
<p>Staffing structure</p>	<p>The Council employs a Clerk who works 30 hours per month</p>	
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Provide this information for the current and previous financial year.</p>	<p>Freely available on the web-site. A hard copy can be obtained from the Clerk.</p>	<p>As above</p>
<p>Annual audited accounts and reports by auditor</p>	<p>As above</p>	<p>As above</p>

Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	As above	As above
Grants given and received	Information available free from the web-site within the relevant minutes or from the Clerk	As above
List of current contracts awarded and value of contract	Information available free from the web-site within the relevant minutes or from the Clerk	As above
Members' allowances and expenses	Freely available on the web-site. A hard copy can be obtained from the Clerk	As above
Statement of payments made to all elected members	Freely available on the web-site. A hard copy can be obtained from the Clerk	As above
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>As a minimum, provide this information for the current and previous year</p>	Information available free from the web-site within the relevant minutes or from the Clerk	As above
Annual Report	Information available free from the web-site	
<b>Class 4 – How we make decisions</b>		

Decision making processes and records of decisions	Information available free from the web-site within the relevant minutes or from the Clerk	As above
Timetable, agenda and minutes of meetings, including Council and any committee/sub-committee meetings and community meetings, unless an exemption applies to the information or parts of it. In so far as reasonably practicable, we also publish documents referred to at those meetings	Freely available on the web-site. A hard copy can be obtained from the Clerk	As above
Reports presented to Council meetings, unless an exemption applies to the information or parts of it	Freely available on the web-site. A hard copy can be obtained from the Clerk	As above
Responses to consultation papers	Freely available on the web-site. A hard copy can be obtained from the Clerk	As above
Responses to planning applications	Information available free from the web-site	As above
Bye-laws	Not applicable	
<p><b>Class 5 – Our policies and procedures</b></p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	Freely available on the web-site. A hard copy can be obtained from the Clerk	As above
<p>Policies and procedures for the conduct of Council business, eg:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> </ul>	As above	As above

<ul style="list-style-type: none"> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policies</li> <li>• Health and safety policy</li> <li>• Recruitment policies and current vacancies, including opportunities for becoming a co-opted member</li> <li>• Policies and procedures for handling requests for information</li> <li>• Customer Service and Complaints procedures, including those covering requests for information and operating the publication scheme</li> </ul>	As above	As above
Information security policy	As above	As above
Records management policies, including records retention, destruction and archive	As above	As above
Data protection policy and privacy notice	As above	As above
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Freely available on the web-site. A hard copy can be obtained from the Clerk</p>	As above
Assets register	As above	As above
Disclosure log detailing responses to previous FOI and EIR requests	As above	As above
Register of members' interests	As above	As above

Register of gifts and hospitality	As above	As above
<p><b>Class 7 – The services we offer</b></p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only</p>	<p>Freely available on the web-site. A hard copy can be obtained from the Clerk</p>	As above
Allotments	As above	As above
Burial grounds and closed churchyards	As above	As above
Park, playing fields and recreational facilities	As above	As above
Seating	As above	As above
Bus shelters	As above	As above
Services for which we are entitled to recover a fee, together with those fees (eg burial fees)	As above	As above
<p><b>Additional Information</b></p> <p>Any additional information published proactively that is not itemised in the lists above</p>		