



Information available from Roade Parish Council under the model publication scheme

Information to be published	How the information can be obtained	cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contacts). This will be current information only		
Who's who on the Council and its Committees	By various means such as: Hard copy/Email/Website	A4
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Hard copy/Email/Website	
Location of main Council office and accessibility details	Hard copy/Email/Website	
Staffing Structure		
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		
Annual return form and report by auditor	Hard copy/Email/Website	
Finalised budget	Hard copy/Email/Website	
Precept	Hard copy	
Financial Standing Orders and Regulations	Hard copy/Email/Website	
Grants given and received	Hard copy/Email	
List of current contracts awarded and value of contract	Hard copy/Email	
Members' allowances and expenses	Hard copy/Email	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy/Email	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/Email	
Class 4 – How we make decisions		

(Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Hard copy/Email/Website	
Agendas of meetings (as above)	Hard copy/Email/Website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/Email/Website	
Reports presents to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/Email	
Responses to consultation papers	Hard copy/Email	
Responses to planning applications	Hard copy/Email	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Standing orders Committee terms of reference Code of conduct Policy statements	ALL Hard copy/Email	
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 procedure for handling requests for information Complaints procedures	ALL Hard copy/Email	
Information security policy	Hard copy/Email	
Record management policies (records retention, destruction and archive)	Hard copy/Email	
Data protection policies	Hard copy/Email	

Class 6 – Lists and registers Currently maintained lists and registers only		
Assets Register	Hard copy/Email	
Register of members' interest	Hard copy/Email	
Register of gifts and hospitality	Hard copy/Email	
Class 7 – The Services we offer (information about the services we offer) Current information only		
Burial grounds and Closed churchyards	Contact the Parish Clerk	
Rec and Churchcroft open space play area	Contact the Parish Clerk	
Seating, litter bins, memorials and lighting	Contact the Parish Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Contact the Parish Clerk	
Additional information This will provide Councils with the opportunity to publish information that is not itemised on the lists above		
Risk Assessment		
Internal Control Procedures		

Contact Details:

Mrs Alison Reynolds, Parish Clerk & RFO
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NN7 9AB
Tel: 01604 861976
Email: clerk@roadeparishcouncil.gov.uk

SCHEDULE OF CHARGES

Type of charge	Description	Basis of charge
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Disbursement charge	Photocopying @ 15p per sheet (black and white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd Class

Note: Many of the documents held by the Clerk can be emailed at no cost to the recipient.

*the actual cost incurred by the public authority