

Antony Parish Council

Publication policy 2021-22

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	Hard copy from the clerk	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from the clerk.	10p per sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
Annual return form and report by auditor	Hard copy from the clerk or website	10p per sheet
Finalised budget	Hard copy from the clerk or website	10p per sheet
Precept	Hard copy from the clerk	10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy from the clerk or website	10p per sheet
Grants given and received	Hard copy from the clerk.	10p per sheet
List of current contracts awarded and value of contract	N/A	

Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from the clerk or website	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from the clerk or website	10p per sheet
Agendas of meetings (as above)	Hard copy from the clerk or website	10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk or website	10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the clerk or website	10p per sheet
Responses to consultation papers	Hard copy from the clerk	10p per sheet
Responses to planning applications	Hard copy from the clerk	10p per sheet
Bye-laws	N/A	

Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:	Hard copy from the clerk or website	10p per sheet
Policies and procedures for the provision of services and about the employment of staff:	Hard copy from the clerk	10p per sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets register	Hard copy from the clerk or website	10p per sheet
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)	N/A	
Register of members' interests	Hard copy from the clerk	10p per sheet
Register of gifts and hospitality	N/A	

Contact details:

Clerk to Antony Parish Council Email antonyparishcouncil@gmail.com

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 *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority