

## Information available from Hyde Parish Council under the publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy-contact clerk	Free 10p per sheet + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice board Hard copy-contact clerk	Free Free 10p per sheet + postage
Location of main Council office and accessibility details	Website Notice board Hard copy-contact clerk	Free Free Free
Staffing structure	Website Hard copy-contact clerk	Free Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Noticeboard Hard copy-contact clerk	Free 10p per sheet + postage
Finalised budget	Hard copy-contact clerk	10p per sheet + postage

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Precept	Minutes-website Hard copy-contact clerk	Free 10p per sheet + postage
Financial Standing Orders and Regulations	Hard copy-contact clerk	10p per sheet + postage
Grants given and received	Hard copy-contact clerk  Parish Council meeting minutes-website	10p per sheet + postage  Free
Members' allowances and expenses	Hard copy-contact clerk  Website – Financial Information	10p per sheet + postage  Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan, if any	Hard copy –contact clerk	10p per sheet + postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy-contact clerk	Free 10p per sheet + postage
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboard Hard copy-contact clerk	Free Free 10p per sheet + postage

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Agendas of meetings (as above)	Website Noticeboard Hard copy-contact clerk	Free Free 10p per sheet + postage
Minutes of meetings (as above) – <i>NB: this will exclude information that is held in Closed Session..</i>	Website Hard copy-contact clerk	Free 10p per sheet + postage
Reports presented to council meetings	Website, if available Hard copy-contact clerk	Free 10p per sheet + postage
Responses to consultation papers	Website, if available Hard copy-contact clerk	Free 10p per sheet + postage
Responses to planning applications	Planning Authority Website Hard copy-contact clerk	Free 10p per sheet + postage
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	Most are available on the website	Free – where available
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Policy statements  Code of Conduct	Hard copy-contact clerk  Hard copy-contact clerk  Hard copy-contact clerk	All 10p per sheet + postage

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Policies and procedures for the provision of services and about the employment of staff:	Hard copy-contact clerk	10p per sheet + postage
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact clerk	10p per sheet + postage
Records management policies (records retention, destruction and archive)	Hard copy-contact Clerk or HCC records office	10p per sheet + postage
Data protection policies	Gov't guidelines	
Schedule of charges (for the publication of information)	Hard copy-contact clerk	10p per sheet + postage
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list ( <i>if any are held this should be publicised; in most circumstances existing access provisions will suffice</i> )	Hard copy – contact Clerk	10p per sheet + postage
Assets Register	Hard copy-contact Clerk	10p per sheet + postage
Register of members' interests	Hard copy-contact Clerk or NFDC	10p per sheet + postage
Register of gifts and hospitality	Hard copy-contact Clerk or NFDC	10p per sheet + postage

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Bus shelters	Contact the clerk	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Contact the clerk	

**Contact details:**

**Mrs Martine Coatham, Parish Clerk,**

**The Wrens Nest, Hyde, SP6 2QE**

**Tel: 01425 650789 Email: [parishclerk@hyde-pc.gov.uk](mailto:parishclerk@hyde-pc.gov.uk) Web: [www.hydeparish.net](http://www.hydeparish.net)**

**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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 10 p per sheet (colour)	Actual cost*
	Postage- actual cost of postage charged by Royal mail	Actual cost of Royal Mail standard 2 <sup>nd</sup> class LARGE PARCEL DEPENDANT ON WEIGHT
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority

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