

**Information available from Hartlebury Parish Council under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 – Who we are and what we do</b>		
Who's who on the Council and its Committees	Hard copy, notice board and Website	Hard Copy – see charges below Other – free
Contact details for Parish Clerk and Council members	Hard copy, notice board and Website	
Location of main Council office and accessibility details	Hard copy, notice boards and Website	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor - previous financial year	Hard copy	See charges below
Finalised budget - Current and previous financial year	Hard copy	
Precept - Current and previous financial year	Hard copy	
Financial Standing Orders and Regulations	Hard copy	
Grants given and received - Current and previous financial year	Hard copy	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard copy	
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting (current and previous year)	Hard copy	See charges below
Quality status	Hard copy	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) - Current and previous council year	Hard copy, website	Hard Copy – see charges below Other – free
Agendas of meetings - Current and previous council year	Hard copy	
Minutes of meetings – Current and previous council year	Hard copy, website	
Reports presented to council meetings - Current and previous council year	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Hard copy, Wychavon D.C website	
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy	Hard Copy – see charges below Other – free

Policies and procedures for the provision of services and about the employment of staff:  Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	
Schedule of charges for the publication of information)	Hard copy, website, notice board	
<b>Class 6 – Lists and Registers</b>		
Assets Register	Hard copy	See charges below
Register of members' interests	Wychavon D.C	
Register of gifts and hospitality	Wychavon D.c	
<b>Class 7 – The services we offer</b>		
Allotments	Hard Copy	See charges below
Community centres and village halls	Hard Copy	
Parks, playing fields and recreational facilities	Hard Copy	
Seating, litter bins, clocks and memorials	Hard Copy	
Bus shelters	Hard Copy	

**Contact details:**

**Mrs J Hyrons, Clerk to Hartlebury Parish Council,  
Hilltop House, 48 Park Lane, Bewdley, Worcs, DY12 2EU**

**01299 405075 or email [hartlebury.clerk@hotmail.co.uk](mailto:hartlebury.clerk@hotmail.co.uk)**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 25p per sheet (black & white)	Actual cost
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)