**Information available from Cawthorne Parish Council under the Model Publication Scheme**

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| **Class1 - Who we are and what we do** | **Website and / or hard copy** |  |
| Who’s who on the Council and its Committees | Website  Hard copy – contact Clerk | Free  10p per sheet |
| Contact details for Parish Clerk and Council members | Website  Hard copy - contact Clerk | Free  10p per sheet |
| Location of main Council office and accessibility details | Website  Contact Clerk | Free  Free |
| Staffing structure | Website  Hard copy | Free  10p per sheet |
| **Class 2 – What we spend and how we spend it** | **Website and / or hard copy** |  |
| Annual return form and report by auditor | Website  Hard copy | Free  10p per sheet |
| Finalised budget | Hard copy | 10p per sheet |
| Precept | Hard copy | 10p per sheet |
| Financial Standing Orders and Regulations | Hard copy | 10p per sheet |
| Grants given and received | Hard copy | 10p per sheet |
| List of current contracts awarded and value of contract | Hard copy | 10p per sheet |
| Members’ allowances and expenses | Hard copy | 10p per sheet |
| **Class 3 – What our priorities are and how we are doing** | **Website and / or hard copy** |  |
| Parish Plan | Hard copy | 10p per sheet |
| Annual Report to Parish Meeting | Hard copy | 10p per sheet |
| Local charters drawn up in accordance with DCLG guidelines | BMBC website  Hard copy | Free  Free |
|  |  |  |
| **Class 4 – How we make decisions** | **Website and / or hard copy** |  |
| Timetable of meetings | Website  Hard copy | Free  10p per sheet |
| Agendas of meetings | Website  Hard copy | Free  10p per sheet |
| Minutes of meetings | Website  Hard copy | Free  10p per sheet |
| Reports presented to council meetings | Hard copy | 10p per sheet |
| Responses to consultation papers | Hard copy | 10p per sheet |
| Responses to planning applications | Hard copy | 10p per sheet |
| **Class 5 – Our policies and procedures** | **Website and / or hard copy** |  |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Hard copy | 10p per sheet |
| 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 procedures for handling requests for information  Complaints procedures\* | Hard copy  \* also Website | 10p per sheet  \*Free |
| Information security policy | Hard copy | 10p per sheet |
| Records management policies (records retention, destruction and archive) | Hard copy | 10p per sheet |
| Data protection policies | Hard copy | 10p per sheet |
| Schedule of charges | Hard copy | 10p per sheet |
| **Class 6 – Lists and Registers** | **Website and / or hard copy** |  |
| Cemetery records | Hard copy | 50p per sheet |
| Assets Register | Hard copy | 10p per sheet |
| List of land owned by Parish Council | Website  Hard copy | Free  10p per sheet |
| Register of members’ interests | BMBC website  Hard copy | Free  10p per sheet |
| Register of gifts and hospitality | Hard copy | 10p per sheet |
| **Class 7 – The services we offer** | **Website and / or hard copy** |  |
| Parks, playing fields and recreational facilities | Hard copy | 10p per sheet |
| Seating, litter bins, dog litter bins | Hard copy | 10p per sheet |
| Bus shelters | Hard copy | 10p per sheet |
| Burial grounds; cemetery fees | Hard copy | 10p per sheet |
| **Additional Information** |  |  |
| The Parish Council is custodial trustee of the Cawthorne Village Hall and has a representative on the Village Hall Management Trustee Board | Hard copy | 10p per sheet |
| The Parish Council is custodial trustee of the Cawthorne Recreation Ground Trust and has a representative on the Recreation Ground Trust Board | Hard copy | 10p per sheet |

**Schedule of Charges**

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white; A4; A3 50p per sheet) | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |

**Contact details:** Mrs S M Bashforth

Clerk to the Council,

Cawthorne Parish Council

349 Barnsley Road

Hoylandswaine

Sheffield

S36 7HD

Tel: 01226 765569

e mail: [clerk@cawthorne.org.uk](mailto:clerk@cawthorne.org.uk)