**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 | WebsiteHard copy – contact Clerk | Free10p per sheet |
| Contact details for Parish Clerk and Council members  | WebsiteHard copy - contact Clerk | Free10p per sheet |
| Location of main Council office and accessibility details | WebsiteContact Clerk | FreeFree |
| Staffing structure | WebsiteHard copy | Free10p per sheet |
| **Class 2 – What we spend and how we spend it** | **Website and / or hard copy** |  |
| Annual return form and report by auditor | WebsiteHard copy | Free10p 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 websiteHard copy | FreeFree |
|  |  |  |
| **Class 4 – How we make decisions** | **Website and / or hard copy** |  |
| Timetable of meetings  | WebsiteHard copy | Free10p per sheet |
| Agendas of meetings  | WebsiteHard copy | Free10p per sheet |
| Minutes of meetings  | WebsiteHard copy | Free10p 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 ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy 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 servicesEquality and diversity policyHealth and safety policyRecruitment policies Policies and procedures for handling requests for informationComplaints 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 | WebsiteHard copy | Free10p per sheet |
| Register of members’ interests | BMBC websiteHard copy | Free10p 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

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 Hoylandswaine

 Sheffield

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