Information available from Pixley & District Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations & contacts) This will be current information only		
Who's who on the Council and its Committees	Parish Council website Paper copy	FOC 10p per page* FOC
Contact details for Parish Clerk and Council members	Parish Council website Paper copy	FOC 10p per page*
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual Report form and report by auditor	Paper copy Parish Council website Emailed copy	10p per page* FOC FOC
Finalised budget	Paper copy Emailed copy	10p per page* FOC
Grants given & received	Paper copy Emailed copy	10p per page* FOC
List of current contracts awarded	Paper copy Emailed copy	10p per page* FOC
Class 3 – What our priorities are and how we are doing (Strategies & plans, performance indicators, audits, inspections and reviews)		
Chairman's Annual Report to Parish Meeting	Paper copy Emailed copy	10p per page* FOC

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Emailed/website Paper copy	FOC 10p per page*
Timetable of meetings (Council, Committees & Parish Meetings)	Parish Council website Paper Copy Emailed copy	FOC 10p per page* FOC
Agendas of Meetings	Paper copy at Meeting Parish Council website Emailed copy	FOC FOC FOC
Minutes of Meetings (this will exclude information that is properly regarded as private to the meeting)	Paper copy at Meeting Paper copy at a later date Parish Council website Emailed copy	FOC 10p per page* FOC
Responses to consultation papers	Paper Copy Emailed copy	10p per page* FOC
Responses to planning applications	Paper copy of minutes at Meeting Paper copy at a later date Herefordshire Council website	FOC 10p per page*
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Emailed copy Paper copy	FOC 10p per page*
Policies and procedures for the conduct of council business: Committee & Working Group Terms of Reference Code of Conduct Policy Statements	Emailed copy Paper copy Paper copy Paper copy	FOC 10p per page* 10p per page* 10p per page*

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Policies and procedures for handling requests for information Complaints procedures (incl those covering requests for information and operating the publication scheme)	 Parish Council website Paper copy Emailed copy	 FOC 10p per copy* FOC
Records management policies Data protection policies	Emailed copy Paper copy	FOC 10p per page
Class 6 – Lists & Registers Currently maintained lists & registers only		
Any publicly available register or list	Paper copy Emailed copy	10p per page* FOC
Assets Register	Paper copy Emailed copy	10p per page* FOC
Register of members' interests	Application to Herefordshire Council	
Register of gifts and hospitality	Application to Herefordshire Council	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
	Paper copy	10p per page*
Schedule of Charges (This describes how the charges have been arrived at and should be published as part of the guide)		
*Photocopying @ 10p per page (black & white) – printing or photocopying costs		
*Postage – Actual cost of Royal Mail standard 2nd class		