Information available from Horsford Parish Council under the modelpublication scheme

Information to be published	**How the informationcan be obtained**	**Cost**
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)This will be current information only N.B. Councils should already be publishing as much information as possibleabout how they can be contacted.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white
Who's who on the Council and its Committees	(hard copy and/or website)	
Contact details for Parish Clerk and Council members (named contacts wherepossible with telephone number and email address (if used))	(hard copy and/or website)	
Location of main Council office and accessibility details	(hard copy and/or website)	
Staffing structure	(hard copy and/or website)	
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) Current and previous financial year as a minimum	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

Annual return form and report by auditor	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Finalised budget	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Precept	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
~~Borrowing Approval letter~~	N/A	N/A
Financial Regulations	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Grants given and received	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
List of current contracts awarded and value of contract	(some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Members' allowances and expenses	(some information may only be available by inspection)	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	In progress (hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Neighbourhood Plan (current and previous year as a minimum)	(hard copy and/or website)	~~Free~~
Annual Report to Parish or Community Meeting (current and previous year as aminimum)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

~~Quality status~~	(Hard copy)	Photocopying @ (black & white)0.10p per sheet
~~Local charters drawn up in accordance with DCLG guidelines~~	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
Timetable of meetings (Council, any committee/sub-committee meetings andparish meetings)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Agendas of meetings (as above)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Minutes of meetings (as above) – NB: this will exclude information that isproperly regarded as private to the meeting.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Reports presented to council meetings – NB: this will exclude information that isproperly regarded as private to the meeting.	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to consultation papers	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Responses to planning applications	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
~~Bye-laws~~	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our servicesand responsibilities) Current information only	(hard copy or website)	Photocopying @ 0.10p per sheet (black & white)
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 and/or website)	Photocopying @ 0.10p per sheet (black & white)
Policies and procedures for the provision of services and about the employmentof staff: Internal policies relating to the delivery of servicesEquality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information andoperating the publication scheme)	In progress (hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Information security policy		
Records management policies (records retention, destruction and archive)	In progress (hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)

Data protection policies	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Schedule of charges (for the publication of information)	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Any publicly available register or list (if any are held this should be publicised; inmost circumstances existing access provisions will suffice)	(some information may only be available by inspection)	
Assets Register	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Disclosure log (indicating the information that has been provided in response torequests; recommended as good practice, but may not be held by parish councils)	(some information may only be available by inspection)	
Register of members' interests	District Council website – link to Parish Council website	Photocopying @ 0.10p per sheet (black & white)
~~Register of gifts and hospitality~~		

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance andnewsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	Photocopying @ 0.10p per sheet (black & white)
Parks, playing fields and recreational facilities	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Seating	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Allotments	(hard copy and/or website)	Photocopying @ 0.10p per sheet (black & white)
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
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Horsford Parish Council
Adopted 2nd February 2026
Review date 2028

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
Disbursement cost	Photocopying @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @0.60p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class. Special delivery if requested at standard price.

* the actual cost incurred by the public authority

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