

Information Available from Dickens Heath Parish Council under the model publication scheme - adopted April 15th 2014

All hard copy items are available at a cost of 15p per sheet (20p if colour). Email or website items are free of charge. Items marked website also available by email.

Information to be Published	How information can be obtained	Cost
Class 1 - Who we are and what we do This will be current information only	www.dickensheathpc.org.uk The Clerk	See costs below
Who's who on the Council	Please see website	
Contact details for Parish Clerk and Council members via the Clerk	Clerk to the Council Helen Marczak 1 Wharf House, Waterside Dickens Heath Solihull B90 1UE 07772 469271 dickensheathpc@hotmail.com	
Location of Parish Council offices (Parish Rooms)	Address above - see website for map	
Staffing Structure	Parish Clerk, Assistant Clerk and Village Handyman, all part time hours	

Class 2 - What we spend and how we spend it	Available by email or hard copy	
Current and previous financial years	Monthly expenditure available on each agenda on website	See costs below
Annual return form and report by auditor	Please see website or contact Clerk	
Finalised budget	Please see website or contact Clerk	
Precept	In minutes on website, or contact Clerk	
Borrowing Approval letter	Please contact Clerk to inspect	
Financial Regulations - adopted February 8th 2011. To be re-adopted.	Please contact Clerk for copy	
Grants given and received	Please contact Clerk	
List of current contracts awarded and value of contract	Please contact Clerk	
Members' allowances and expenses	Some information on website, or contact Clerk	

Class 3 - What our priorities are and how we are doing		See costs below
Parish Plan	Not currently applicable	
Annual Report to Parish Meeting	On website, in DH Directory, or contact Clerk	
Quality Status	Not currently applicable	
Local charters drawn up in accordance with DCLG guidance	Not currently applicable	

Class 4 - How we make decisions Current and previous council year as a minimum		See costs below
Timetable of meetings	On website, noticeboards, or contact Clerk	
Agendas of meetings	On website, noticeboards, or contact Clerk - 3 clear days before a meeting	
Minutes of meetings Note - this will exclude information that is properly regarded as private to the meeting	Once approved at following meeting, published on website, at libraries and available via Clerk	
Reports presented to council meetings Note - this will exclude information that is properly regarded as private to the meeting	Please contact Clerk	
Responses to consultation papers	See minutes, website, or contact Clerk	
Responses to planning applications	See agendas/minutes or contact Clerk	
Bye-laws	None currently	

Class 5 - Our policies and procedures Current information only		See costs below
Policies and procedures for the conduct of council business: Procedural Standing Orders Delegated authority in respect of officers	Please contact Clerk for hard copy or by email Adopted November 19th 2013 In standing orders/financial regulations	

Code of Conduct	Adopted July 17th 2012	
<p>Policies and procedures regarding the provision of services and employment of staff</p> <p>Internal policies relating to the delivery of services</p> <p>Equality & diversity policy</p> <p>Health and Safety policy</p> <p>Recruitment Policy</p>	<p>Please contact Clerk for hard copy or by email</p> <p>Adopted March 19th 2013</p>	
<p>Policies and procedures for handling requests for information</p> <p>Complaints procedures</p> <p>Information Security policy</p> <p>Records management policies (records retention, destruction and archive)</p> <p>Data protection policies</p> <p>Schedule of charges (for the publication of information)</p>	<p>Please contact Clerk for hard copy or by email</p> <p>Adopted March 19th 2013</p> <p>Back up of computer, office/records locked</p> <p>Paper copies of minutes may be archived after 7 years. Finance records kept for 7 years. Other than important ones, documents may be kept no longer than 3 months. Emails may be kept for just 7 days.</p> <p>Computer/email is password protected.</p> <p>Computer & documents securely locked.</p> <p>On this document</p>	

Class 6 - Lists and Registers		
Current ones only		See costs below
Asset Register	Please contact Clerk	
Register of Members' interests	On website, or in minutes, or contact Clerk	
Register of gifts and hospitality	Please contact Clerk	

Class 7 - The services we offer		
Current information only		See costs below
The Parish Rooms	Please contact Clerk	
Litter bins, litter picking, clock, memorial (2014/15)	PC member of staff litter picks, to supplement litter picking/bin emptying by SMBC, PC has responsibility for clock (operated by SMBC)	
A summary of services for which the council is entitled to recover a fee	Not applicable	

Contact Details:

Helen Marczak, Parish Clerk
1 Wharf House, Waterside
Dickens Heath
Solihull B90 1UE

07772 469271
dickensheathpc@hotmail.com
www.dickensheathpc.org.uk

Schedule of Charges

Description	Basis of Charge	Type of Charge
Photocopying @ 15p per sheet (black & white)	Estimated cost incurred	Disbursement
Photocopying @ 20p per sheet (colour)	Estimated cost incurred	Disbursement
Postage	Actual cost of Royal Mail standard 2nd class, recorded if requested	Disbursement
	In accordance with the relevant legislation (legislation to be quoted)	Statutory Fee
		Other

