

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

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
<b>Class 1 - Who we are and what we do</b> <b>This will be current information only</b>	<a href="http://www.dickensheathpc.org.uk">www.dickensheathpc.org.uk</a> 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 Hannah Raithby c/o Dickens Heath Library Old Dickens Heath Road Dickens Heath, Solihull B90 1SD 07772 469271 <a href="mailto:dickensheathpc@hotmail.com">dickensheathpc@hotmail.com</a>	
Location of Parish Council offices (Parish Rooms)	Address above - see website for map	
Staffing Structure	Parish Clerk, RFO and Village Litter Picker all part time hours	

<b>Class 2 - What we spend and how we spend it</b>	Available by email or hard copy	
<b>Current and previous financial years</b>	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 April 20th 2023.	on website	
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	

<b>Class 3 - What our priorities are and how we are doing</b>		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	

<b>Class 4 - How we make decisions</b>  <b>Current and previous council year as a minimum</b>		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	

<b>Class 5 - Our policies and procedures</b>  <b>Current information only</b>		See costs below
Policies and procedures for the conduct of council business:	On website	
Procedural Standing Orders	Adopted April 20th 2023	
Delegated authority in respect of officers	Adopted April 20th 2023	
Code of Conduct	Adopted 2020	

Social Media policy	Adopted July 14th 2020	
Petitions policy	Adopted October 8th 2019	
Recording Meetings policy	Adopted December 9th 2014	
Policies and procedures regarding the provision of services and employment of staff	On website	
Internal policies relating to the delivery of services		
Equality & diversity policy	Adopted October 13th 2020	
Health and Safety policy	Adopted March 19th 2013	
Disciplinary policy	Adopted November 12th 2019	
Grievance policy	Adopted November 12th 2019	
Complaints policy	Adopted November 12th 2019	
Recruitment Policy		
Use of Village Green policy	Adopted May 4th 2021	
Policies and procedures for handling requests for information	On website	
Complaints procedures	Adopted November 12th 2019	
Information Security policy	Storage of files on cloud, office/records locked	
Records management policies (records retention, destruction and archive)	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.	
Information & Data Protection policy	Adopted May 18th 2018	

Privacy policy	Adopted May 18th 2018	
Data protection policies	Computer/email is password protected. Computer & documents securely locked.	
Schedule of charges (for the publication of information)	On this document	

<b>Class 6 - Lists and Registers</b>		
<b>Current ones only</b>		See costs below
Asset Register	Please contact Clerk	
Register of Members' interests	On SMBC website, or contact Clerk	
Register of gifts and hospitality	Please contact Clerk	

<b>Class 7 - The services we offer</b>		
<b>Current information only</b>		See costs below
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:

Hannah Raithby, Parish Clerk

07772 469271

c/o Dickens Heath Library  
Old Dickens Heath Road  
Dickens Heath, Solihull B90 1SD

[dickensheathpc@hotmail.com](mailto:dickensheathpc@hotmail.com)  
[www.dickensheathpc.org.uk](http://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

