

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website	£0
Parish Council Members: Margaret Harford Patricia Glover Chris Hawkrige George Ellis	Website	£0
Contact details: Parish Clerk Nikola Evans - clerk@Creswell-pc.gov.uk	Website	£0
Location of main Council office and accessibility details For correspondence: PO Box 8,033, RUGELEY, Staffordshire WS15 9GW For access to documents: By appointment with the Clerk	Website	£0
Staffing structure Council members Parish Clerk	Website	£0
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website	£0
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	£0
Finalised budget	Website	£0
Precept	Website	£0
Borrowing Approval letter	NOT HELD	£0
All items of expenditure above £100	Website	£0
Financial Standing Orders and Regulations	Website	£0
Grants given and received	Website	£0

List of current contracts awarded and value of contract	Website	
Members' allowances and expenses	Website	£0
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website	£0
Annual governance statement in format included in the Annual Return form	Website	£0
Parish Plan	NOT HELD	£0

Annual Report to Parish or Community Meeting	Website	£0
Quality status	NOT HELD	
Local charters drawn up in accordance with DLUHC's guidelines	NOT HELD	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc.), as appropriate and relevant	Website	£0
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	£0
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	£0
Agendas of meetings (as above)	Website	£0
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	£0
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	£0
Responses to consultation papers	NOT HELD	£0
Responses to planning applications	NOT HELD	£0
Bye-laws	Website	£0

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website	£0
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	Website	£0
Policies and procedures for the provision of services and about the employment of staff: ● Internal instructions to staff and policies relating to the delivery of services ● Equality and diversity policy ● Health and safety policy ● Recruitment policies and details of current vacancies ● Policies and procedures for handling requests for information ● Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	£0
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	£0

Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website	£0
Assets register, including details of public land and building assets	Website	£0
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	NOT HELD	
Register of members' interests	Website	£0
Register of gifts and hospitality	Website	£0
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	(hard copy or website; some information may only be available by inspection)	
Allotments	NO	
Burial grounds and closed churchyards	NO	
Community centers and village halls	NO	
Parks, playing fields and recreational facilities	NO	
Seating, litter bins, clocks, memorials and lighting	NO	
Bus shelters	NO	
Markets	NO	
Public conveniences	NO	
Agency agreements	NO	
Services for which we are entitled to	NO	

recover a fee and details of those fees (e.g. burial fees)		
Additional Information Information not itemised in the lists above		

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 @ 2p per sheet (black & white)	Actual cost *
	Photocopying @ 3p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* The actual cost incurred