

Information available from Cople Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website	N/A
Contact details for Parish Clerk and for Council members via the Parish Clerk		
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		
Annual return form and report by auditor	Website	N/A
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received	Hard copy – Contact Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews)		
Annual Report to Parish Meeting	Website	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	Website	N/A

Agendas of meetings (as above)		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Website	N/A
Policies and procedures for the conduct of council business:	Website	N/A
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Any publicly available register or list	Website	N/A
Assets register		
Details for register of members' interests		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Street Furniture/Lighting	Inspection only – Contact Clerk	N/A

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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Agreed Date:	21 September 2015
Agreed at Meeting:	Parish Council
Reviewed:	19 th January 2026