

Information available from Challock Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council	hard copy and website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy and website	Free
Location of main Parish Council office	hard copy and website	Free
Staffing structure	hard copy and website	Free
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	hard copy	Free

Finalised budget	hard copy	Free
Precept	hard copy	Free
Financial Standing Orders and Regulations	hard copy	Free
Grants given and received	hard copy	Free
List of current contracts awarded and value of contract	hard copy	Free
Members' allowances and expenses	hard copy	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	hard copy	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	hard copy and website	Free
Agendas of meetings	hard copy	Free
Minutes of Parish Council meetings	hard copy and website	Free
Reports presented to Parish Council meetings	hard copy and website	Free
Responses to planning applications	Planning website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	hard copy	Free
Code of Conduct	hard copy	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	hard copy	Free
Register of members' interests	hard copy	Free
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		
Village hall	hard copy	Free
Playing fields and recreational facilities	hard copy	Free
Bus shelters	hard copy	Free
Farmers Market	hard copy	Free

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
The Forester (Parish magazine)	hard copy	Free

Contact details:

Challock Parish Council

Parish Office
 Laurenden Forstal
 Blind Lane
 Challock
 Ashford
 TN25 4AU

01233 740351

parishclerk@challock.org