



Information available from Silkstone Parish Council under the Local Government Association model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do.		Email Free
Who's who on the Council and its Committees	Website and hard copy	25p /page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and hard copy	25p /page
Location of main Council office and accessibility details	Website and hard copy	25p /page
Staffing structure	Website and hard copy	25p /page

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	(Hard copy and/or website)	Email Free
Annual return form and report by auditor	Website and hard copy	25p /page
Finalised budget	Website and hard copy	25p /page
Precept	Website and hard copy	25p /page
Borrowing Approval letter	Contact Clerk	25p /page
Financial Standing Orders and Regulations	Website and hard copy	25p /page
Grants given and received	Contact Clerk	25p /page
List of current contracts awarded and value of contract.	Contact clerk	
Members' allowances and expenses	Contact clerk	
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections, and reviews)	(Hard copy and/or website)	Email Free
Neighbourhood Development Plan	Website and peruse hard copy in pavilion by appointment	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and hard copy	25p /page

Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum	(Hard copy and/or website)	Email Free
Timetable of meetings (Council, any committee/sub-committee meetings, and annual parish meetings)	Website, notice boards and hard copy	25p /page
Agendas of meetings (as above)	Website, notice boards and hard copy	25p /page
Minutes of meetings (as above) – NB, this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	25p /page
Reports presented to council meetings – NB, this will exclude information that is properly regarded as private to the meeting.	Hard copy	25p /page
Responses to consultation papers	Hard copy	25p /page
Responses to planning applications	Website and hard copy	25p /page
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities) Current information only	(Hard copy and/or website)	Email Free
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	Website and hard copy	

Code of Conduct Policy statements		25p /page
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services. Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaint's procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction, and archive) Data protection policies Schedule of charges (for the publication of information)</p>	Website and hard copy	25p /page
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	25p /page
Assets Register	Hard copy	25p /page
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests	Hard copy	25p

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Register of gifts and hospitality		
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		
Allotments	Website /Contact the Clerk	25p /page
Community centre (Huskar Community Rooms)		
Parks, playing fields and recreational facilities	Contact the Clerk	25p /page
Seating, litter bins, clocks, memorials, and lighting	Contact the Clerk	25p /page
A summary of services for which the council is entitled to recover a fee, together with those fees	See allotments	25p /page

Contact details:

Clerk to Silkstone Parish Council – Mr Richard Bell
8 The Meadows
Silkstone Common
S75 4SG
07947 545504 during office hours
silkstoneparishcouncil@gmail.com

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 @ 25p per sheet (black & white)	Actual cost
	Postage – Stamps charges	Actual cost of Royal Mail 1 st Class Stamp
Statutory Fee		In accordance with the relevant legislation.

Copies of documents via email does not attract any charge.

Adopted by Council October 2022 : MR22-087

Adopted by Council October 2024 : MR24-090