

Drayton St Leonard

Publication Scheme

Who we are and what we do

Organisation information, structures, locations and contacts

Document	Format
Contact details for Council Members	Website
Contact details for Parish Clerk	Website/Noticeboard
Location of main council office and accessibility details	Not applicable
Staff structure	Not applicable

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Document	Format
Annual Return	PDF on Website
Auditor Certificate & Opinion	PDF on Website
Statement of Accounts	PDF on Website
Budget - Expenditure over £500	PDF on Website
Financial Standing Orders and Regulations	Website
Grants Awards	Website
Contracts (included within Asset Register)	PDF Website
Members' allowances and expenses	Not Applicable
Monthly Expenditure – (within minutes)	PDF on Website

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Document	Format
Village Plan	PDF on Website
Annual Report to Parish	PDF on Website

How we make decisions

Decision making processes and records of decisions

Document	Format
Schedule of Meetings	PDF on Website
Agendas	PDF on Website
Minutes of meetings	PDF on Website
Responses to planning applications – responses individual planning applications can be found in the relevant minutes	PDF on Website

Our policies and procedures

Current written protocols, policies and procedures for delivering our services

Document	Format
Standing Orders	PDF
Committee terms of reference	Not applicable
Code of Conduct	PDF on Website
Dispensation Policy	PDF on Website
Schedule of charges for the publication of information	See bottom of page

Lists and Registers

Document	Format
Assets Register	PDF on website
Register of members' interest	Webpage link to SODC

The services we offer

Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses

Document	Format
Playing fields and recreational facilities	Webpage

Schedule of charges

See below for a schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 40p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 60p per A4 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)