

Information available from Lindford 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 Lindford Parish Council</p> <p>Chairman, Vice Chairman and Councillors Clerk</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Website Newsletter Parish Office</p>	<p>Free Free Free to view 10p per A4 sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Parish Office</p>	<p>Free to view 10p per A4 sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website Newsletter Parish Office</p>	<p>Free Free 10p per A4 sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Village hall website</p>	<p>Free Free</p>
<p>Staffing structure</p>		

Class 2 – What we spend and how we spend it	Noticeboards Parish Office	Free Free 10p per A4 copy
Annual return form and report by auditor	Noticeboards Parish Office	Free Free – 10p per A4 copy
Finalised budget	Parish Office	Free, 10p per A4 copy
Precept	Parish Office	Free, 10p per A4 copy
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Parish Office	Free, 10p per A4 copy
Grants given and received	Parish Office	Free, 10p per A4 copy
List of current contracts awarded and value of contract	Parish Office	Free, 10p per A4 copy
Members' expenses	Parish Office	Free, 10p per A4 copy

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Parish Office	Free, 10p per A4 copy
Parish Plan (current and previous year as a minimum)	Parish Office	Free, 10p per A4 copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Office	Free, 10p per A4 copy
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	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 (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboards Parish Office	Free free Free, 10p per A4 copy
Agendas of meetings (as above)	Noticeboards Parish Office	Free Free, 10p per A4 copy

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Parish Office	Free Free, 10p per A4 copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Office	Free, 10p per A4 copy
Responses to consultation papers		
Responses to planning applications	Parish Office EHDC website	Free, 10p per A4 copy Free
Bye-laws	n/a	
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Parish Office	Free, 10p per A4 copy
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	Parish Office	Free,

<p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		10p per A4 copy
Information security policy	Parish Office	Free, 10p per A4 copy
Records management policies (records retention, destruction and archive)		
Data protection policies	Parish Office	Free, 10p per A4 copy
Schedule of charges)for the publication of information)	Parish Office	Free, 10p per A4 copy
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)	Parish Office	Free, 10p per A4 copy
Assets Register	Parish Office	Free, 10p per A4 copy
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	Parish Office	Free, 10p per A4 copy
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	(hard copy or website; some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Newsletter Noticeboards Parish Office	Free Free Free, 10p per A4 copy
Parks, playing fields and recreational facilities	Newsletter Noticeboards Parish Office	Free Free Free, 10p per A4 copy
Seating, litter bins, clocks, memorials and lighting	Parish Office	Free, 10p per A4 copy
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) Village Hall	Parish Office	Free, 10p per A4 copy
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk 01420 475788

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 @ ..p per	Actual cost *

	sheet (black & white)	
	Photocopying @ ..p 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 by the public authority