

Information available from Mears Ashby 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>	<p>Noticeboard, Hardcopy</p>	<p>10p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Noticeboard/ Hardcopy</p>	<p>10p per 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>Noticeboard</p>	
<p>Location of main Council office and accessibility details</p>	<p>2 Wilby Lane, Gt Doddington</p>	
<p>Staffing structure</p>	<p>One clerk</p>	
<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>	<p>Hard copy available from the Clerk</p>	<p>10p per sheet</p>

Annual return form and report by auditor	Hardcopy	10p per sheet
Finalised budget	Hardcopy/ Minutes	“
Precept	Hardcopy/ Minutes	“
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hardcopy	“
Grants given and received	Hardcopy & Minutes	“
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hardcopy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes	
Quality status	None	
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	Hardcopy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard/Hardcopy	
Agendas of meetings (as above)	Noticboard /Hardcopy	

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Noticeboard/Hardcopy	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Noticeboard/Hardcopy	10p per sheet
Responses to consultation papers	Noticeboard/Hardcopy	10p per sheet
Responses to planning applications	Noticeboard/Hardcopy	10p per sheet
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hardcopy	10p per sheet
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	Hardcopy where applicable	10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Hardcopy where applicable	10p per sheet

Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints 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)	Hardcopy	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hardcopy	10p per sheet
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)	N/A	
Register of members' interests	Hardcopy	10p per sheet
Register of gifts and hospitality	N/A	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Hardcopy where applicable</p>	<p>10p per sheet</p>
<p>Allotments</p>	<p>N/A</p>	
<p>Burial grounds and closed churchyards</p>	<p>N/A</p>	
<p>Community centres and village halls</p>	<p>Contact village Hall Secretary</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>Contact Mears Ashby Sports Club</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hardcopy where applicable</p>	<p>10p per sheet</p>
<p>Bus shelters</p>	<p>Hardcopy</p>	
<p>Markets</p>	<p>N/A</p>	
<p>Public conveniences</p>	<p>N/A</p>	
<p>Agency agreements</p>	<p>N/A</p>	
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>N/A</p>	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details: Mrs Linda Ross, Clerk to Mears Ashby Parish Council
 2 Wilby Lane, Gt Doddington, Northants, NN29 7TP
 01933-440560 Linda.Ross@bigfoot.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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p 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