

Model Publication Scheme - Dethick, Lea & Holloway Parish Council

Information to be published	How the information can be obtained	Cost
<p>Class 1 - 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>	(hard copy and/or website)	
Who's who on the Parish Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Newsletter	Free
Location of main Council office and accessibility details	Website / Newsletter	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) Current and previous financial year as a maximum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy – contact Clerk	10p per A4 page
Finalised budget	Hard copy – contact Clerk	10p per A4 page
Precept	Hard copy – contact Clerk	10p per A4 page
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per A4 page
Burial Grounds	Hard copy – contact Clerk	10p per A4 page
Memorial Grounds	Hard copy – contact Clerk	10p per A4

Play Area	Hard copy – contact Clerk	10p per A4 page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Chairman’s Report to Parish Meeting (current and previous year as a maximum)		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a maximum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website / Hard copy – contact Clerk	Free / 10p per A4 page
Minutes of meetings (as above)	Website / Hard copy – contact Clerk	Free / 10p per A4 page
Responses to consultation papers	Hard copy – contact Clerk	10p per A4 page
Responses to planning applications	Hard copy – contact Clerk	10p per A4 page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy)	10p per A4 page
Policies and procedures for the conduct of council business:		10p per A4 page
	} Hard copy– contact Clerk	

Standing orders Code of Conduct Financial Regulations Complaints Procedure		
Schedule of charges (for the publication of information)	Website	Free
Burial Grounds Regulations	Website / Hard Copy	Free / 10p per A4 page
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)	Hard copy – contact Clerk	10p per A4 page
Assets Register	Hard copy – contact Clerk	10p per A4 page
Register of members' interests	Hard copy – contact Clerk	10p per A4 page
Class 7 – The services we offer (Information about the services we offer guidance notes and regulations produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Play Area	Website / Hard copy – contact Clerk	10p per A4 page
Burial Grounds	Website / Hard copy – contact Clerk	10p per A4 page
Memorial Gardens	Website / Hard copy – contact Clerk	10p per A4 page
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above*		

*Existing electronic copies of information will be provided free of charge on request to the Clerk if they are not readily available on the Parish Council's website.

Contact details:

Parish Clerk & RFO

Dethick, Lea and Holloway Parish Council

Tel: 01629 706222

Email: dethickleaandholloway@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	10p per A4 page	0.10p copy charge
	Postage – cost of Royal Mail standard 2 nd Class	Actual cost of Royal Mail standard 2 nd class