

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>	Website / Hard copy	Hard copy 10p per A4 page
Who's who on the Parish Council and its Committees	Website / Hard copy	Hard copy 10p per A4 page
Contact details for Parish Clerk and Council members	Website / Hard copy	Hard copy 10p per A4 page
<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>	Website / Hard copy	Hard copy 10p per A4 page
Annual return form and report by auditor	Website / Hard copy	Hard copy 10p per A4 page
Finalised budget	Website / Hard copy	Hard copy 10p per A4 page
Precept	Website / Hard copy	Hard copy 10p per A4 page

Financial Standing Orders and Regulations	Website / Hard copy	Hard copy 10p per A4 page
Burial Grounds	Website / Hard copy	Hard copy 10p per A4 page
Memorial Grounds	Website / Hard copy	Hard copy 10p per A4 page
Play Area	Website / Hard copy	Hard copy 10p per A4 page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website / Hard copy	Hard copy 10p per A4 page
Annual Chairman's Report to Parish Meeting (current and previous year as a maximum)	Website / Hard copy	Hard copy 10p per A4 page
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a maximum	Website / Hard copy	Hard copy 10p per A4 page
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Hard copy	Hard copy 10p per A4 page
Agendas of meetings (as above)	Website / Hard copy	Hard copy 10p per A4 page
Minutes of meetings (as above)	Website / Hard copy	Hard copy 10p per A4 page
Responses to consultation papers	Website / Hard copy	Hard copy 10p per A4

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Responses to planning applications	Website / Hard copy	Hard copy 10p per A4 page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website / Hard copy	Hard copy 10p per A4 page
Current information only		
Policies and procedures for the conduct of council business: Standing Orders Code of Conduct Financial Regulations Plus all other policies and procedures	Website / Hard copy	Hard copy 10p per A4 page
Schedule of charges (for the publication of information)	Website / Hard copy	Hard copy 10p per A4 page
Burial Grounds Regulations	Website / Hard copy	Hard copy 10p per A4 page
Class 6 – Lists and Registers	Website / Hard copy	Hard copy 10p per A4 page
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)	Website / Hard copy	Hard copy 10p per A4 page
Assets Register	Website / Hard copy	Hard copy 10p per A4 page
Register of members' interests	Website / Hard copy	Hard copy 10p per A4

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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	Website / Hard copy	Hard copy 10p per A4 page
Play Area	Website / Hard copy	Hard copy 10p per A4 page
Burial Grounds	Website / Hard copy	Hard copy 10p per A4 page
Memorial Gardens	Website / Hard copy	Hard copy 10p per A4 page
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above*	Website / Hard copy	Hard copy 10p per A4 page

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