

Information available from Malpas Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	hard copy / website / email	See table at end of doc for details of charges
Who's who on the Council and its Committees	hard copy / website / email	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy / website / email	
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a	
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 minimum	hard copy / website / email	
Annual return form and report by auditor	hard copy / website / email	

Finalised budget	hard copy / website / email	
Precept	hard copy / email	
Borrowing Approval letter	hard copy / email	
Financial Standing Orders and Regulations	hard copy / website / email	
Grants given and received	hard copy / email	
List of current contracts awarded and value of contract	hard copy / email	
Members' allowances and expenses	hard copy / email	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy / website / email	
Parish Plan (current and previous year as a minimum)	hard copy / website / email	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy / website / email	
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)	hard copy / website / email	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy / website / email	
Agendas of meetings (as above)	hard copy / website / email	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy / website / email	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy / website / email	
Responses to consultation papers	hard copy / website / email	
Responses to planning applications	hard copy / website / email	
Bye-laws	hard copy / website / email	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy / website / email	
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	hard copy / website / email	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	hard copy / website / email	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	hard copy / website / email	
Records management policies (records retention, destruction and archive)	hard copy / website / email	
Data protection policies	hard copy / website / email	
Schedule of charges)for the publication of information)	hard copy / website / email	
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)	
Assets Register	hard copy / website / email	
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)	(hard copy)	
Register of members' interests	hard copy / website / email	
Register of gifts and hospitality	hard copy / website / email	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	hard copy / website / email	
Burial grounds and closed churchyards	n/a	

Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	hard copy / website / email	
Bus shelters	hard copy / website / email	
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)	hard copy / website / email	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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Sarn

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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 @ 12p per sheet (black & white)	Actual cost * 12p
	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