



Information available under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only	Noticeboard Website Parish News Hard Copy	Free Free Free 50p per A4 sheet
Who's who on the Council	Noticeboard Website Parish News Hard Copy	Free Free Free 50p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Noticeboard Website Parish News Hard Copy	Free Free Free 50p per A4 sheet
Class 2 - What we spend and how we spend it Current and previous financial year	Website - Annually Parish News - six monthly Hard copy	Free Free 50p per A4 sheet
Annual return form and report by auditor	Hard Copy	50p per A4 sheet
Finalised budget	Hard Copy	50p per A4 sheet
Precept	Website in Minutes Finalised Budget Hard Copy	Free 50p per A4 sheet

Financial Standing Orders and Regulations	Website Hard Copy	Free 50p per A4 sheet
Grants given and received	Website in Minutes Hard copy	Free 50p per A4 sheet
Current contracts awarded and value of contract	Website in Minutes	Free
Members' allowances and expenses	N/A	
Class 3 - What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Website when completed Hard Copy CD	Free 50p per A4 sheet £5.00
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website in Minutes Hard Copy	Free 50p per A4 sheet
Quality status	Not applicable at present	
Class 4 - How we make decisions Current year only		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 50p per A4 sheet
Agendas of meetings (as above)	Website Hard Copy	Free 50p per A4 sheet
Minutes of meetings (as above) - NB. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 50p per A4 sheet
Reports presented to council meetings - NB. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 50p per A4 sheet
Responses to consultation papers	Website Hard Copy	Free 50p per A4 sheet
Responses to planning applications	Website	Free
Bye-laws	Not applicable at present	
Class 5 - Our policies and procedures - Current information only		
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	Hard Copy	50p per A4 sheet

Policy statements		
Data protection policies -	Website	Free
Schedule of charges)for the publication of information)	Website Hard Copy	Free 50p per A4 sheet
Class 6 - Lists and Registers - Currently maintained lists and registers only		
Assets Register	Hard Copy	50p per A4 sheet
Register of members' interests	Hard Copy	50p per A4 sheet
Register of gifts and hospitality	Hard Copy	50p per A4 sheet
Class 7 - The services we offer - Current information only		
Allotments	Website	Free
Burial grounds and closed churchyards	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard Copy	Free 50p per A4 sheet

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SCHEDULE OF CHARGES

* the actual cost incurred by the public authority

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ 60p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
	CD	Actual cost *