

Information available from MARCHAM 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website, noticeboard	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, noticeboard	Free
Location of main Council office and accessibility details	Website, noticeboard	Free
Staffing structure		
<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>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	10p per sheet for hard

		copy plus postage
Finalised budget	Hard copy, website	“
Precept	See above within budget	
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy, website	“
Grants given and received	Website	
List of current contracts awarded and value of contract	Hard copy	“
Members’ allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	Free

Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet plus postage
Responses to consultation papers	Hard copy In minutes on website	“ Free
Responses to planning applications	Hard copy	10p per sheet plus postage
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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 Hard copy	10p per sheet plus postage
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 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)	Website	Free
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	Hard copy	10p per sheet plus postage
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)		
Register of members' interests	Only by inspection	
Register of gifts and hospitality	Only by inspection	
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	Website	Free
Burial grounds and closed churchyards	Contact clerk	
Community centres and village halls		
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk	
Bus shelters	Contact Clerk	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
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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Approved by Marcham Parish Council 10th December, 2008

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 @10.p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 20p per A3 sheet (black & white)	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