

South Muskham/Little Carlton Parish Council

Model Publication Scheme

In accordance with the requirements set out by the Information Commissioner's Office, details of which can be found through the Information Commissioner's Office on www.ico.gov.uk, South Muskham/Little Carlton Parish Council agreed at its meeting held on 16 May 2012 to adopt a Model Publication Scheme, the details of which were updated and agreed at a meeting on Wednesday 115th May 2019.

In general, this means that information relating to the Parish Council will be accessible to the public as follows:

Type of Information	How it can be obtained (either/or as applicable)	Cost
Organisational information (structure, location and contacts)	View on Notice board and Parish Council website Printed copies/photocopies	Nil Actual cost
Expenditure and Financial Management	View on Parish Council website or by appointment with Clerk Printed copies/photocopies	Nil Actual cost
Activities and priorities	View by appointment with Clerk or delegated Councillor Printed copies/photocopies	Nil Actual cost
Decision Making Processes and Records of Decisions (e.g. timetables, agendas and minutes)	View and/or download from Parish Council website Printed copies/photocopies	Nil Actual cost
Policies and Procedures (e.g. Standing Orders, delegated authority and Code of Conduct)	View and/or download from Parish Council website Printed copies/photocopies	Nil Actual cost
Lists and Registers	View by appointment with Clerk or Councillor Printed copies/photocopies	Nil Actual cost
Additional information	By contacting Clerk or a Councillor	Nil or Actual cost of providing copies

Note:

Where information is available to view on the Parish Council website, it can be accessed at www.smlcpc.org

Due to limited resources of the Parish Council, some information may be more easily available from third parties, e.g. NSDC or government websites. In this case, the Clerk or Councillors would be happy to process requests or may refer on. Please note that third parties may apply their own fees.

The public are invited to attend any meeting of the Parish Council.