



Information available from Little Milton 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 or website)	
Who's who on the Council	Website/Hard Copy	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard Copy	Free
Location of main Council office and accessibility details	Website/Hard Copy	Free
Staffing structure	Website/Hard Copy	Free

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 or website)	
Annual return form and report by auditor	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Hard Copy	Per Schedule of charges
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Hard Copy	Per Schedule of charges
List of current contracts awarded and value of contract	Hard Copy	Per Schedule of charges
Members' allowances and expenses (Not applicable)		

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website/Hard Copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hard Copy	Free
Quality status	Hard Copy	Per Schedule of charges
Local charters drawn up in accordance with DCLG guidelines (N/A)		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website/Hard Copy	Free Per Schedule

		of charges
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	Per Schedule of charges
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Per Schedule of charges
Responses to consultation papers	Hard Copy	Per Schedule of charges
Responses to planning applications	Website/Hard Copy	Free
Bye-laws (N/A)		
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	Website N/A	

Delegated authority in respect of officers Code of Conduct Policy statements	Website Website Website	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Hard Copy Hard Copy Hard Copy Website Website	Per Schedule of charges
Information security policy	Not yet developed	
Records management policies (records retention, destruction and archive)	Not yet developed	
Data protection policies	Not yet developed	
Schedule of charges (for the publication of information)	Detailed below	

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	Website	
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 as and when it is required	
Register of members' interests	Website	
Register of gifts and hospitality	Website	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website/Hard Copy	Per Schedule of charges
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	

Public conveniences	N/A	
Agency agreements	Hard Copy	Per Schedule of charges
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
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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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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p 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