

Information available from Milton Abbas 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		
Who's who on the Council and its Committees	Website Hard Copy	Free 10p/Sheet
Contact details for Parish Clerk and Council members	Website Hard Copy	Free 10p/Sheet
Location of main Council office and accessibility details	Website Hard Copy	Free 10p/Sheet
Staffing structure	Website Hard Copy	Free 10p/Sheet
Class 2 – What we spend and how we spend it		
Current and previous financial year		
Annual return form and report by auditor	Website Hard Copy	Free 10p/Sheet
Finalised budget	Website Hard Copy	Free 10p/Sheet
Precept	Website Hard Copy	Free 10p/Sheet
Borrowing Approval letter	Website Hard Copy	Free 10p/Sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p/Sheet
Grants given and received	Website Hard Copy	Free 10p/Sheet
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p/Sheet
Members' allowances and expenses	Website	Free

	Hard Copy	10p/Sheet
Class 3 – What our priorities are and how we are doing		
Current and previous year		
Parish Plan (current and previous year as a minimum)	Website Hard Copy	Free 10p/Sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p/Sheet
Quality status	Website Hard Copy	Free 10p/Sheet
Local charters drawn up in accordance with DCLG guidelines	Website Hard Copy	Free 10p/Sheet
Class 4 – How we make decisions		
Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p/Sheet
Agendas of meetings (as above)	Website Hard Copy	Free 10p/Sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p/Sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 10p/Sheet
Responses to consultation papers	Website Hard Copy	Free 10p/Sheet
Responses to planning applications	Website Hard Copy	Free 10p/Sheet
Bye-laws	Website Hard Copy	Free 10p/Sheet
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 Policy statements	Website Hard Copy	Free 10p/Sheet
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)	Whilst the Council has no specific documents relating to the majority of these items procedures operated are in accordance with current legislation	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p/Sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	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)	Website Hard Copy	Free 10p/Sheet
Assets register	Website Hard Copy	Free 10p/Sheet

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)	Website Hard Copy	Free 10p/Sheet
Register of members' interests	Website Hard Copy	Free 10p/Sheet
Register of gifts and hospitality	Website Hard Copy	Free 10p/Sheet
Class 7 – The services we offer Current information only	Some information may only be available by inspection	
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information		

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 12p 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