

Information available from Marston Moreteyne 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	Web Site Hard Copy	Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Web Site Hard Copy	Free Free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<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	Free
Finalised budget	Hard Copy	Free
Precept	Web Site Hard Copy	Free Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Web Site Hard Copy	Free Free
Grants given and received	Web Site Hard Copy	Free Free
List of current contracts awarded and value of contract	Hard Copy	Free
Members' allowances and expenses	By Inspection	N/A
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)	Web Site Hard Copy	Free Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
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)	Web Site Hard Copy	Free Free
Agendas of meetings (as above)	Web Site Hard Copy	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web Site Hard Copy	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	Free
Responses to consultation papers	Hard Copy	Free
Responses to planning applications	Hard Copy	Free
Bye-laws	N/A	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 Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy/Web Site N/A N/A Hard Copy Hard Copy	Free N/A N/A Free Free
Policies and procedures for the provision of services and about the employment of staff:		

Internal policies relating to the delivery of services	N/A	N/A
Equality and diversity policy	N/A	N/A
Health and safety policy	N/A	N/A
Recruitment policies (including current vacancies)	N/A	N/A
Policies and procedures for handling requests for information	N/A	N/A
Complaints procedures (including those covering requests for information and operating the publication scheme)	N/A	N/A
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	N/A	N/A
Data protection policies	Hard Copy	Free
Schedule of charges (for the publication of information)	N/A	N/A
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available to inspect	N/A
Assets Register	Available to inspect	N/A
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)	N/A	N/A
Register of members' interests	Available to inspect	N/A
Register of gifts and hospitality	Available to inspect	N/A
Class 7 – The services we offer	(hard copy or website; some information may only be available by	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		

Current information only	inspection)	
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Hard Copy	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	Free
Bus shelters	Hard Copy	Free
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Mrs. H. Trustam (Parish Clerk)
 30 Armstrong Close
 Wilstead
 Bedford MK45 3EJ
 Tel: 01234 743598
 Email: h.trustam@btinternet.com

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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