

## Information available from Collingham with Linton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard Copy, Website, Notice Boards</p>	<p>20p/Sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy</p>	<p>20p/Sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</p>	
<p>Location of main Council office and accessibility details</p>	<p>No office retained</p>	
<p>Staffing structure</p>	<p>Clerk only</p>	
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
<p>Annual return form and report by auditor</p>	<p>Hard copy</p>	<p>20p/Sheet</p>

Finalised budget	Hard copy	20p/Sheet
Precept	Hard copy	20p/Sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy	20p/Sheet
Grants given and received	Hard copy	20p/Sheet
List of current contracts awarded and value of contract	Hard copy	20p/Sheet
Members' allowances and expenses	Hard copy	20p/Sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy	20p/Sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	20p/Sheet
Quality status	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or website	20p/Sheet
Agendas of meetings (as above)	Hard copy or website	20p/Sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	20p/Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	20p/Sheet

Responses to consultation papers	Hard copy	20p/Sheet
Responses to planning applications	Hard copy	20p/Sheet
Bye-laws	None existing	
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
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 or website N/A N/A Hard copy Hard Copy or website	20p/Sheet   20p/Sheet 20p/Sheet
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)	Hard copy or website Hard copy or website Hard copy or website Hard copy or website Hard copy or website Hard copy or website	20p/Sheet 20p/Sheet 20p/Sheet 20p/Sheet 20p/Sheet 20p/Sheet

Information security policy	Hard copy or website	20p/Sheet
Records management policies (records retention, destruction and archive)	Hard copy or website	20p/Sheet
Data protection policies	Hard copy or website	20p/Sheet
Schedule of charges (for the publication of information)	Hard copy or website	20p/Sheet
<b>Class 6 – Lists and Registers</b>		
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)	Hard copy	20p/Sheet
Assets Register	Hard copy	20p/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)	N/A	
Register of members' interests	Hard copy	20p/Sheet
Register of gifts and hospitality	Hard copy	20p/Sheet
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	20p/Sheet

Seating, litter bins, clocks, memorials and lighting	Hard copy	20p/Sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	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	

**Contact details:**

**Clerk to the Parish Council: Tina Wormley**

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**Adopted by minute no. 7075b on 3.11.15**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority