

Information available from Mawsley 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	Notice Board Hard Copy	Free 20p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice Board Hard Copy	Free 20p
Accessibility details	Notice Board Website	Free Free
Staffing Structure	N/A	

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	
Annual return form and report by auditor	Hard Copy	20p per single A4 Sheet
Finalised budget	Hard Copy	20p per single A4 Sheet
Precept	Email Hard Copy	Free 20p per single A4 Sheet
Financial Standing Orders and Regulations	Hard Copy	20p Per single A4 Sheet
Grants given and received	Hard Copy	20p per single A4 Sheet
List of current contracts awarded and value of contract	Hard Copy	20p per single A4 Sheet
Members' allowances and expenses	Hard Copy Email	20p per single A4 Sheet Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	
Parish Plan (current and previous year as a minimum)	Hardcopy	20p per single A4 Sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Notice Board Library Post Office Hard Copy	Free Free Free 20p per single A4 Sheet
Quality Status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard Copy	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Email Hard Copy	Free 20 per single A4 Sheet
Agendas of meetings (as above)	Notice Board Library Post Office Hard Copy Email	20p per single A4 Sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Notice Board Library Post Office Hard Copy Email	Free Free Free 20p per single A4 Sheet Free
Responses to consultation papers	In Minutes	Free 20p per single A4 Sheet
Responses to planning applications	In Minutes	Free 20p per single A4 Sheet
Bye-laws	Hard Copy Displayed in park	20p per single A4 Sheet Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy	20p per single A4 Sheet

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard Copy	20p per single A4 Sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services 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)</p>	Hard Copy	20p per single A4 Sheet
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges)for the publication of information)	Hard copy	20p per single A4 Sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(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	Hard Copy	20p per single A4 Sheet
Register of members' interests	Hard Copy	20p per single A4 Sheet
Register of gifts and hospitality	Hard Copy	20p per single A4 Sheet
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 some information may only be available by inspection)	
Pocket Park and Banks Park Playground	Hard Copy	20p per single A4 Sheet
Burial grounds and closed churchyards	N/A	
Community Centres and Village Halls	N/A	
Parks, Playing Fields and Recreational Facilities	N/A	
Bus Shelters	Hard Copy	20p per single A4 sheet
Markets	N/A	
Public Conveniences	N/A	
Agency Agreements	N/A	
Allotments	N/AS	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Contact details:

The Clerk
Mrs Juliet Lewis
36 Lakeside
Irthlingborough
Northants
NN9 5 SW

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 @ 20p per sheet (black & white)	Actual cost plus Clerks time.
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority