

Information available from Linton Parish Council under the model publication scheme (Approved Oct 12th 2009)

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>		
Who's who on the Council and its Committees	<p>Hard Copy by contact with the Clerk</p> <p>Email from the Clerk</p>	<p>10p per sheet</p> <p>Free</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Hard Copy by contact with the Clerk</p> <p>Email from the Clerk</p>	<p>10p per sheet</p> <p>Free</p>
Location of main Council office and accessibility details	<p>Hard Copy by contact with the Clerk</p> <p>Email from the Clerk</p>	<p>10p per sheet</p> <p>Free</p>
Staffing structure	<p>Hard Copy by contact with the Clerk</p> <p>Email from the Clerk</p>	<p>10p per sheet</p> <p>Free</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)		
Current and previous financial year only		
Annual return form and report by auditor	Hard Copy by contact with the Clerk	10p per sheet
Finalised budget	Hard Copy by contact with the Clerk	10p per sheet
	Email from the Clerk	Free
Precept	Hard Copy by contact with the Clerk	10p per sheet
	Email from the Clerk	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy by contact with the Clerk	10p per sheet
	Email from the Clerk	Free
Grants given and received	Hard Copy by contact with the Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard Copy by contact with the Clerk	10p per sheet
Members' allowances and expenses	Hard Copy by contact with the Clerk	10p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard Copy by contact with the Clerk	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy by contact with the Clerk	10p per sheet
	Email	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard Copy by contact with the Clerk	10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy by contact with the Clerk	10p per sheet
	Email	Free
Agendas of meetings (as above)	Hard Copy by contact with the Clerk	10p per sheet
	Email	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy by contact with the Clerk	10p per sheet
	Email	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy by contact with the Clerk	10p per sheet
	Email	Free

Responses to consultation papers	Hard Copy by contact with the Clerk	10p per sheet
Responses to planning applications	Hard Copy by contact with the Clerk	10p per sheet
Bye-laws	Hard Copy by contact with the Clerk	10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) 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	Hard Copy by contact with the Clerk Email	10p per sheet Free
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 by contact with the Clerk Email	10p per sheet Free
Information security policy	Hard Copy by contact with the Clerk	10p per sheet
Records management policies (records retention, destruction and archive)	Hard Copy by contact with the Clerk	10p per sheet

Data protection policies	Hard Copy by contact with the Clerk	10p per sheet
Schedule of charges (for the publication of information)	Hard Copy by contact with the Clerk	10p per sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Hard Copy by contact with the Clerk	10p per sheet
	Email	Free
Assets Register	Hard Copy by contact with the Clerk	10p per sheet
	Email	Free
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	10p per sheet
Register of members' interests	Hard Copy by contact with the Clerk	10p per sheet
Register of gifts and hospitality	Hard Copy by contact with the Clerk	10p per 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		
Allotments	Hard Copy by contact with the Clerk	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard Copy by contact with the Clerk	10p per sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard Copy by contact with the Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy by contact with the Clerk	10p per sheet
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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost *
	Postage @ 27p	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority