

Information available from Mells Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website / hard copy
Contact details for Parish Clerk and Council members	Website / hard copy
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)	
Annual return form and report by auditor	Website / hard copy
Finalised budget	Website / hard copy
Precept	Website / hard copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website / hard copy
Grants given and received	Website / hard copy
List of current contracts awarded and value of contract	Website / hard copy
Members' allowances and expenses	Website / hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	

Parish Plan	N/A
Annual Report to Parish or Community Meeting	Website / hard copy
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)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / hard copy
Agendas of meetings (as above)	Website / hard copy
Minutes of meetings (as above) – NB. this will exclude information that is regarded as confidential to the meeting.	Website / hard copy
Reports presented to council meetings – NB. this will exclude information that is regarded as confidential to the meeting.	Website / hard copy
Responses to consultation papers	Website / hard copy
Responses to planning applications	Website / hard copy
Bye-laws	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Website / hard copy

Code of Conduct	Website / hard copy
Delegated authority in respect of officers	Website / hard copy
Committee and sub-committee terms of reference	N/A
Policy statements	N/A
Policies and procedures for the provision of services and about the employment of staff:	<i>The Council has not adopted these policies as their sole staff member works limited part time hours.</i>
Internal instructions to staff and policies relating to the delivery of services	
Equality and diversity policy	
Health and safety policy	<i>Complaints can be made to the Chairman of the Council in the first instance</i>
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)	
Information security policy	Website / hard copy
Records management policies (records retention, destruction and archive)	Website / hard copy
Data protection policies	Website / hard copy
Schedule of charges (for the publication of information)	Website / hard copy
Class 6 – Lists and Registers	(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)	N/A

Assets register	Website/Hard copy
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	Website / hard copy
Register of gifts and hospitality	N/A
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(some information may only be available by inspection)
Current information only	
Burial grounds and closed churchyards	N/A
Mells Recreational Ground	Website/Hard copy
Seating, litter/grit/dog waste bins, memorials, lighting	Website / hard copy
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A

Contact details:

Joy Book – Parish Clerk

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SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost of hard copies	Photocopying @ 10p per sheet (black & white)	Actual cost
Disbursement cost of hard copies	Envelopes @ 10p each (Cost will increase if request cannot be sent as a small letter)	Cost to the council
Disbursement cost of hard copies	Postage 56p (Cost will increase if request cannot be sent as a small letter)	Actual cost of Royal Mail standard 2 nd class
Disbursement cost of hard copies	Clerks time to get the request together and send, charged at cost.	Cost to the council