

## Information available from Great Doddington 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Noticeboard,            Hardcopy            Website</p>	<p>10p per sheet</p>
<p>Who's who on the Council and its Committees</p>	<p>Noticeboard/ Hardcopy/            Website</p>	<p>10p per 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>Noticeboard/Website</p>	
<p>Location of main Council office and accessibility details</p>	<p>Clerk c/o            14 Spencer Close            Earls Barton            NN6 0RD</p>	
<p>Staffing structure</p>	<p>One clerk</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)  Current and previous financial year as a minimum	Hard copy available from the Clerk	10p per sheet
Annual return form and report by auditor	Hardcopy	10p per sheet
Finalised budget	Hardcopy/ Minutes	“
Precept	Hardcopy/ Minutes	“
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hardcopy	“
Grants given and received	Hardcopy & Minutes	“
List of current contracts awarded and value of contract		
Members’ allowances and expenses		
<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)	Hardcopy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes	
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	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	Hardcopy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard/Hardcopy/ Website	
Agendas of meetings (as above)	Ditto	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Ditto	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Ditto	10p per sheet
Responses to consultation papers	Ditto	10p per sheet
Responses to planning applications	Wellingborough Borough Council Website	10p per sheet
Bye-laws		

<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>	Hardcopy	10p per 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>	Hardcopy where applicable	10p per 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  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)</p>	Hardcopy where applicable	10p per sheet
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)	Hardcopy	10p per sheet

<b>Class 6 – Lists and Registers</b>	(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)		
Assets Register	Hardcopy	10p per 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	Hardcopy	10p per sheet
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b>	Hardcopy where applicable	10p per sheet
(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	Contact village Hall Secretary	
Parks, playing fields and recreational facilities	Clerk	
Seating, litter bins, clocks, memorials and lighting	Clerk	10p per sheet

Bus shelters	Clerk	
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	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Mrs Carol Mundy**

**14 Spencer Close Earls Barton Northants, NN6 0RD**

**01604 810237 (Home) 01933 231521 (Work)**

## 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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p 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