

Information available from Monk Sherborne Parish Council under the model publication scheme (Reviewed and updated 31st December 2008)

| 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>(hard copy and/or website)</p> <p>Contact Clerk</p> | <p>20p per sheet + postage</p> |
| <p>Who's who on the Council and its Committees</p> | <p>Website hard copy - Contact Clerk</p> | <p>Free 20p per sheet + postage</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 hard copy - Contact Clerk</p> | <p>Free 20p per sheet + postage</p> |
| <p>Location of main Council office and accessibility details</p> | <p>Website</p> | <p>Free</p> |
| <p>Staffing structure</p> | <p>hard copy - Contact Clerk</p> | <p>20p per sheet + postage</p> |
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| <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)</p> <p>Current and previous financial year as a minimum</p> | (hard copy and/or website) Contact Clerk | |
| Annual return form and report by auditor | hard copy - Contact Clerk | 20p per sheet + postage |
| Finalised budget | hard copy - Contact Clerk | 20p per sheet + postage |
| Precept | hard copy - Contact Clerk | 20p per sheet + postage |
| Borrowing Approval letter | hard copy - Contact Clerk | 20p per sheet + postage |
| Financial Standing Orders and Regulations | hard copy - Contact Clerk | 20p per sheet + postage |
| Grants given and received | hard copy - Contact Clerk | 20p per sheet + postage |
| List of current contracts awarded and value of contract | hard copy - Contact Clerk | 20p per sheet + postage |
| Members' allowances and expenses | hard copy - Contact Clerk | 20p per sheet + |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Parish Plan (current and previous year as a minimum) | N/A | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website hard copy - Contact Clerk | Free 20p per sheet + postage |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | N/A | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | (hard copy or website) | |
| Current and previous council year as a minimum | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website hard copy - Contact Clerk | Free 20p per sheet + postage |
| Agendas of meetings (as above) | Website hard copy - Contact Clerk | Free 20p per sheet + postage |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website hard copy - Contact Clerk | Free 20p per |

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| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Website hard copy - Contact Clerk | Free 20p per sheet + postage |
| Responses to consultation papers | hard copy - Contact Clerk | 20p per sheet + postage |
| Responses to planning applications | hard copy - Contact Clerk | 20p per sheet + postage |
| Bye-laws | N/A | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | (hard copy or website) | |
| 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 -Please contact clerk N/A N/A | 20p per sheet + postage |

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| <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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | (hard copy - Please contact clerk | 20p per sheet + postage |
| Information security policy | N/A | |
| Records management policies (records retention, destruction and archive) | hard copy – contact clerk | 20p per sheet + postage |
| Data protection policies | Information Commissioner | |
| Schedule of charges for the publication of information | Website hard copy - Contact Clerk | Free 20p per sheet + postage |
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| <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) | Please contact Basingstoke & Deane BC | |
| Assets Register | hard copy – contact clerk | 20p per sheet + |

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| 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) | Not available | |
| Register of members' interests | Please contact Basingstoke & Deane BC | |
| Register of gifts and hospitality | Please contact Basingstoke & Deane BC | |
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| 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 website; some information may only be available by inspection) | |
| 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 – contact clerk | 20p per sheet + postage |
| Seating, litter bins, clocks, memorials and lighting | hard copy – contact clerk | 20p per sheet + postage |
| Bus shelters | hard copy – contact clerk | 20p per sheet + postage |
| Markets | N/A | |
| Public conveniences | N/A | |
| Agency agreements | N/A | |

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| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A | |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | N/A | |

Contact details:

Parish Clerk
28 Dukes Ride
Silchester
Reading
Berks
RG7 2PY
mspcclerk@gmail.com
www.monksherborne-pc.gov.uk

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 * |
| | Photocopying @ 35p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| | | |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
| * the actual cost incurred by the public authority | | |