

## Information available from Somerby 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>	Within parish magazine and on parish website	Nil
Who's who on the Council and its Committees	Parish magazine and website	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish magazine and website	
Location of main Council office and accessibility details	Parish magazine and website	
<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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy and website	5p.p.p
Annual return form and report by auditor	Hard copy and website	5p.p.p
Finalised budget	Hard copy and website	5p.p.p

Precept	Hard copy and website	5p.p.p
Borrowing Approval letter	Hard copy and website	5p.p.p
Financial Standing Orders and Regulations	Hard copy and website	5p.p.p
Grants given and received	Hard copy and website	5p.p.p
List of current contracts awarded and value of contract	Hard copy and website	5p.p.p
Members' allowances and expenses	Not applicable	
<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)	Parish magazine and website	Nil
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and website	Nil
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy on notice boards, parish magazine & website	Nil
Agendas of meetings (as above)	Notice boards & website	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	Nil
Responses to consultation papers	Hard copy and website	Nil

Responses to planning applications	Hard copy and MBC website	Nil
Bye-laws	Via meeting minutes	Nil
<b>Class 5 – Our policies and procedures</b>		
Current information only	Hard copy or parish website	5p.p.p
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy or parish website	5p.p.p
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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or parish website	5p.p.p
Information security policy	Hard copy or parish website	5p.p.p
Records management policies (records retention, destruction and archive)	Hard copy or parish website	5p.p.p
Data protection policies	Hard copy or parish website	5p.p.p
Schedule of charges (for the publication of information)	Hard copy or parish website	5p.p.p

<b>Class 6 – Lists and Registers</b>		
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)	Hard copy available by inspection	5p.p.p
Assets Register	Hard copy or parish website	5p.p.p
Register of members' interests	Hard copy or MBC website	5p.p.p
Register of gifts and hospitality	Hard copy or parish website	5p.p.p
<b>Class 7 – The services we offer</b>		
Burial grounds and closed churchyards	Parish website	
Parks, playing fields and recreational facilities	Parish website	
Seating, litter bins, clocks, memorials and lighting	Parish website	
Agency agreements	Parish website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Parish website	

**Contact details:**

**Parish Clerk**

**20 The Field**

**Somerby**

**LE14 2PT**

**Tel: 01664 454529**

## 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 @ 5p per sheet	Actual cost *

\* the actual cost incurred by the public authority