

## Information available from Landford 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)            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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p/sheet
<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	Free 10p/sheet
Annual return form and report by auditor	Website Hard copy	Free 10p/sheet
Finalised budget	Hard copy	Free 10p/sheet

Precept	Hard copy	Free 10p/sheet
Borrowing Approval letter	Hard copy	10p/sheet
Financial Standing Orders and Regulations	Website Hard copy	Free/ 10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	No members' allowances	
<b>Class 3 – What our priorities are and how we are doing</b> (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 (current and previous year as a minimum)	Website Hard copy	Free
Local charters drawn up in accordance with DCLG guidelines	None at present	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council years	Website Hard Copy	Free/ 10p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free 10p/sheet

Responses to consultation papers	Hard copy	Free 10p/sheet
Responses to planning applications	Website (Planning Schedules attached to the Minutes) NFNPA Website Hard copy	Free  10p/sheet
Bye-laws	Website Hard copy	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website Hard copy	Free 10p/sheet
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	Website Hard copy	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff. Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free 10p/sheet
Information security policy		

Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p/sheet
Data protection policies		
Schedule of charges for the publication of information		
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Hard Copy (some information may only be available by inspection)	10p/sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy (some information may only be available by inspection)	10p/sheet
Assets Register	Hard Copy	10p/sheet
Register of members' interests	Website Hard copy	Free 10p/sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets produced for the public)	Website Hard Copy	Free 10p/sheet
Current information only		
NML Reading Room		Free
Parks, playing fields and recreational facilities		Free
Seating, litter bins, memorials and lighting		Free
Bus shelters		Free
Public conveniences		Free
A summary of services for which the council is entitled to recover a fee, together with those fees		Free

**Contact details:**

**Cllr Mary Davies**  
**Chair of Landford Parish Council**  
[cllrmarydavies@gmail.com](mailto:cllrmarydavies@gmail.com)

**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 *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority