

Information available from LONGSTOWE Parish/Community Council under the model publication scheme

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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Hard Copy – contact Clerk	10p Per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy – contact Clerk	10p Per sheet
Location of main Council office and accessibility details	Hard Copy – contact Clerk	10p Per sheet
Staffing structure	Hard Copy – contact Clerk	10p Per sheet
<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>		
Annual return form and report by auditor	Hard Copy – contact Clerk	10p Per sheet
Finalised budget	Hard Copy – contact Clerk	10p Per sheet

Precept	Hard Copy – contact Clerk	10p Per sheet
Financial Standing Orders and Regulations	Hard Copy – contact Clerk	10p Per sheet
Grants given and received	Hard Copy – contact Clerk	10p Per sheet
List of current contracts awarded and value of contract	Hard Copy – contact Clerk	10p Per sheet
Members' allowances and expenses	Hard Copy – contact Clerk	10p Per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy – contact Clerk	10p Per sheet
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (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 – contact Clerk	10p Per sheet
Agendas of meetings (as above)	Hard Copy – contact Clerk	10p Per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Clerk	10p Per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Clerk	10p Per sheet
Responses to consultation papers	Hard Copy – contact Clerk	10p Per sheet
Responses to planning applications	Hard Copy – contact Clerk	10p Per sheet

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<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>	Hard Copy – contact Clerk	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>	Hard Copy – contact Clerk	10p Per sheet
Information security policy	Hard Copy – contact Clerk	10p Per sheet
Records management policies (records retention, destruction and archive)	Hard Copy – contact Clerk	10p Per sheet
Data protection policies	Hard Copy – contact Clerk	10p Per sheet
Schedule of charges (for the publication of information)	Hard Copy – contact Clerk	10p Per sheet

Class 6 – Lists and Registers		
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 – contact Clerk	10p Per sheet
Assets Register	Hard Copy – contact Clerk	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)	Hard Copy – contact Clerk	10p Per sheet
Register of members' interests	Hard Copy – contact Clerk	10p Per sheet
Register of gifts and hospitality	Hard Copy – contact Clerk	10p Per sheet
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		
Seating, litter bins, clocks, memorials and lighting	Hard Copy – contact Clerk	10p Per sheet
Bus shelters	Hard Copy – contact Clerk	10p Per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
The Pound	Hard Copy – contact Clerk	10p Per sheet
Notice Boards	Hard Copy – contact Clerk	10p Per sheet
Village Sign	Hard Copy – contact Clerk	10p Per sheet

**Contact details:
The Parish Clerk
Mrs Margaret Sharp
8 Tennyson Place
Eaton Ford
St Neots
Cambs PE19 7LL**

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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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Administration costs @ the Clerk's hourly Rate.	In accordance with the Freedom of Information and Data protection Regulations 2004
Other		

* the actual cost incurred by the public authority