



Information available from Long Whatton and Diseworth Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Hard Copy Email Website	10p
Who's who on the Council and its Committees	Hard Copy Email Website	10p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy Email Website	10p
Location of main Council office and accessibility details	Email Website	
Staffing structure	Hard Copy Email Website	10p

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)	Hard Copy Email Website	10p
Annual return form and report by auditor	Hard Copy Email Website	10p
Finalised budget	Hard Copy Email Website	10p
Precept	Hard Copy Email Website	10p
Borrowing Approval letter	Hard Copy Email Website	10p
Financial Standing Orders and Regulations	Hard Copy Email Website	10p
Grants given and received	Hard Copy Email Website	10p
List of current contracts awarded and value of contract	Hard Copy Email Website	10p
Members' allowances and expenses	Hard Copy Email Website	10p

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy Email Website	10p
Local Plan	Hard Copy Email Website	10p
Annual Report to Parish or Community Meeting	Hard Copy Email Website	10p
Quality status	Hard Copy Email Website	10p
Local charters drawn up in accordance with DCLG guidelines	Hard Copy Email Website	10p
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard Copy Email Website	10p
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy Email Website	10p
Agendas of meetings (as above)	Hard Copy Email Website	10p
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Email	10p

	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Email Website	10p
Responses to consultation papers	Hard Copy Email Website	10p
Responses to planning applications	Hard Copy Email Website	10p
Bye-laws	Hard Copy Email Website	10p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard Copy Email Website	10p
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 Email Website	10p
Policies and procedures for the provision of services and about the employment of staff:	Hard Copy Email	10p

Internal instructions to staff and 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)	Website	
Information security policy	Hard Copy Email Website	10p
Records management policies (records retention, destruction and archive)	Hard Copy Email Website	10p
Data protection policies	Hard Copy Email Website	10p
Schedule of charges (for the publication of information)	Hard Copy Email Website	10p
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Hard Copy Email Website	10p
Any publicly available register or list (if any are held this should be publicised;	Hard Copy	10p

in most circumstances existing access provisions will suffice)	Email Website	
Assets register	Hard Copy Email Website	10p
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 Email Website	10p
Register of members' interests	Hard Copy Email Website	10p
Register of gifts and hospitality	Hard Copy Email Website	10p
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	Email	
Community centres and village halls	Email	
Parks, playing fields and recreational facilities	Email	
Seating, litter bins, clocks, memorials and lighting	Email	
Bus shelters	Email	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Email	

Contact details:**Long Whatton and Diseworth Parish Council**

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Derby

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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 *
	Photocopying @ 20p 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)

* the actual cost incurred by the public authority