

## Information available from Mountnessing Parish Council under the adopted model publication scheme

<b>Information</b>	<b>How the information can be obtained</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	MPC annual Directory, noticeboards or contact Parish Clerk
Who's who on the Council and its Committees	MPC Directory, Noticeboards
Contact details for Parish Clerk and Council members	Parish Clerk: Laura Brown Tel: 07815 120897 Email: <a href="mailto:parishclerk.mountnessingpc@yahoo.co.uk">parishclerk.mountnessingpc@yahoo.co.uk</a> For councillor contact details see noticeboards, newsletters or contact Parish Clerk
Staffing structure	Parish Clerk
<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) Current and previous financial year as a minimum	
Annual return form and report by auditor	Available from Parish Clerk
Finalised budget	Available from Parish Clerk
Precept	Available from Parish Clerk
Financial Regulations and Standing Orders	Available from Parish Clerk
Grants given and received	Available from Parish Clerk
<b>Class 3 – What our priorities are and how we are doing</b> Current and previous year as a minimum	
Annual Report to Parish Meeting (current and previous year as a minimum)	Available from Parish Clerk

<b>Class 4 – How we make decisions</b>	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available on noticeboards, in newsletters or from Parish Clerk
Agendas of meetings (as above)	At meeting or issued in accordance with legislation
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Available on noticeboards or from Parish Clerk
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Available from Parish Clerk
Responses to consultation papers	Available from Parish Clerk or Chair
Responses to planning applications	Available from Parish Clerk
Bye-laws	Available from Parish Clerk
<b>Class 5 – Our policies and procedures</b>	
Policies and procedures for the conduct of council business:	
Procedural standing orders	Available for inspection from Parish Clerk
Delegated authority in respect of officers	Available for inspection from Parish Clerk
Code of Conduct	Adopted latest national code of conduct
Policies and procedures for the provision of services and about the employment of staff:	NALC standards apply
Policies and procedures for handling requests for information	Available from Parish Clerk
Complaints procedures	Available from Parish Clerk
Records management policies (records retention, destruction and archive)	As per legislation
Data protection policies	As per legislation
Schedule of charges (for the publication of information)	below

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
Allotments	Available from Parish Clerk or Allotment Manager
Assets register	Available from Parish Clerk
Register of members' interests	Available from Parish Clerk if relevant
Register of gifts and hospitality	Available from Parish Clerk if relevant
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Available from Parish Clerk
Allotments	Available from Allotments manager
Community centres and village halls	Available in Parish Directory and from Parish Clerk
Parks, playing fields and recreational facilities	Available from Parish Clerk
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

## 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 @ 20p per sheet (black & white)	Actual cost*
	Photocopying @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Laminating – A4 or smaller	50p per sheet
<b>Other</b>		

\* the actual cost incurred by the public authority