

## Information available from Measham Parish Council under the Model Publication Scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Staffing structure	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
<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>		
Annual return form and report by auditor	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Finalised budget	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Precept	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>

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Grants given and received	Hard copy – contact Clerk	10p/ sheet
Members’ allowances and expenses	Hard copy – contact Clerk	10p/ sheet
<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)	Website Hard copy – contact Clerk	Free 10p/ sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p/ sheet
<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)	Website Hard copy – contact Clerk	Free 10p/ sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	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 – contact Clerk	Free 10p/ 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/ sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/ sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p/ sheet
Bye-laws	Hard copy – contact Clerk	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		

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Policies and procedures for the conduct of council business:		
Procedural standing orders	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Code of Conduct	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Policy statements	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Policies and procedures for the provision of services and about the employment of staff:		
Policies and procedures for handling requests for information	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Schedule of charges for the publication of information (See below)	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection – contact Clerk	<i>Free</i>
Assets Register	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Register of members’ interests	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Register of gifts and hospitality	Hard copy – contact Clerk	<i>10p/ sheet</i>

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<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	some information may only be available by inspection)	
Allotments	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Burial grounds and closed churchyards	Inspection – contact Clerk	<i>Free</i>
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	<i>Free</i> <i>10p/ sheet</i>
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	<i>10p/ sheet</i>
Bus shelters	Hard copy – contact Clerk	<i>10p/ sheet</i>
<i>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</i>	<i>Hard copy – contact Clerk</i>	<i>10p/ sheet</i>

### Contact details:

**Dawn Roach – Parish Clerk**  
**Measham Parish Council**  
**Measham Leisure Centre**  
**Off High Street**  
**Measham**  
**Derbyshire**  
**DE12 7HR**

**Website: [www.Meashamparishcouncil.gov.uk](http://www.Meashamparishcouncil.gov.uk)**

**Email: [info@meashamparishcouncil.gov.uk](mailto:info@meashamparishcouncil.gov.uk)**

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## Schedule of charges

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b><i>BASIS OF CHARGE</i></b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	<i>Actual cost 10p</i>
	Photocopying @ 10p per sheet (colour)	<i>Actual cost 10p</i>
	<i>Postage</i>	<i>Actual cost of Royal Mail standard 2<sup>nd</sup> class</i>

Reviewed and approved May 2021