

Information available from Measham Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (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	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 – contact Clerk	Free 10p/ sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p/ sheet
Staffing structure	Website Hard copy – contact Clerk	Free 10p/ 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	Website Hard copy – contact Clerk	Free 10p/ sheet
Finalised budget	Website Hard copy – contact Clerk	Free 10p/ sheet
Precept	Website Hard copy – contact Clerk	Free 10p/ sheet
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p/ sheet

Information available from Measham Parish Council under the Model Publication Scheme

Grants given and received	Hard copy – contact Clerk	10p/ sheet
Members’ allowances and expenses	Hard copy – contact Clerk	10p/ sheet
Class 3 – What our priorities are and how we are doing (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
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)	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
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		

Information available from Measham Parish Council under the Model Publication Scheme

Policies and procedures for the conduct of council business:		
Procedural standing orders	Website Hard copy – contact Clerk	Free 10p/ sheet
Code of Conduct	Website Hard copy – contact Clerk	Free 10p/ sheet
Policy statements	Website Hard copy – contact Clerk	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	Website Hard copy – contact Clerk	Free 10p/ sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p/ sheet
Schedule of charges for the publication of information (See below)	Website Hard copy – contact Clerk	Free 10p/ sheet
Class 6 – Lists and Registers 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	Free
Assets Register	Website Hard copy – contact Clerk	Free 10p/ sheet
Register of members’ interests	Website Hard copy – contact Clerk	Free 10p/ sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p/ sheet

Information available from Measham Parish Council under the Model Publication Scheme

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

Contact details:

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

Website: www.Meashamparishcouncil.gov.uk

Email: info@meashamparishcouncil.gov.uk

Information available from Measham Parish Council under the Model Publication Scheme

SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class