

Information available from Duston Parish 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>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
Who's who on the Council and its Committees	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</p>
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Hard Copy Email Website Notice Boards</p>	<p>10p per sheet Free Free Free</p>
Location of main Council office and accessibility details	<p>Hard Copy Email Website Notice Boards</p>	<p>10p per sheet Free Free Free</p>
Staffing structure	<p>Hard Copy Email Website</p>	<p>10p per sheet Free Free</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)		
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	10p per sheet
Finalised budget	Hard Copy Email	10p per sheet Free
Precept	Hard Copy Email	10p per sheet Free
Borrowing Approval letter	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Hard Copy	10p per sheet
Grants given and received	Hard Copy Email	10p per sheet Free
List of current contracts awarded and value of contract	Hard Copy Email Website	10p per sheet Free Free
Members' allowances and expenses	Hard Copy Email	10p per sheet Free
	Hard Copy Email	10p per sheet Free
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)		
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Hard Copy Email	10p per sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy Email	10p per sheet Free
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 community meetings)	Hard Copy Email Website	10p per sheet Free Free
Agendas of meetings (as above)	Hard Copy Email Website	10p per sheet Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy Email Website Noticeboard	10p per sheet Free Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy Email Website Noticeboard	10p per sheet Free Free Free
Responses to consultation papers	Hard Copy Email	10p per sheet Free
Responses to planning applications	Hard Copy Email	10p per sheet Free
Bye-laws	Hard Copy	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>	<p>ALL</p> <p>Hard Copy Email</p>	<p>10p per sheet Free</p>
<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>	<p>ALL</p> <p>Hard Copy Email</p>	<p>10p per sheet Free</p>
<p>Information security policy</p>	<p>Hard Copy Email</p>	<p>10p per sheet Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard Copy Email</p>	<p>10p per sheet Free</p>

Data protection policies	Hard Copy Email	10p per sheet
Schedule of charges (for the publication of information)		
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	10p per sheet
Assets Register	Hard Copy Email	10p per sheet Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by community councils)	Hard Copy Email	10p per sheet Free
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy	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		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls	Hard Copy Email	10p per sheet Free
Parks, playing fields and recreational facilities	Hard Copy Email	10p per sheet Free

Seating, litter bins, clocks, memorials and lighting	Hard Copy Email	10p per sheet Free
Bus shelters		
Markets		
Public conveniences		
Agency agreements	Hard Copy Email	10p per sheet Free
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**Duston Parish Council
Community Centre
Pendle Road**

Duston Parish Council
Guide for Information
Adopted October 2012

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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 @ 10 p per sheet (black & white)	Actual cost *
	Photocopying @ 10p 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)
Other		

* the actual cost incurred by the public authority