

## Information available from Great & Little Preston Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, notice boards, hard copy	Free / 5p*
Location of main premises used by the Parish Council and accessibility details	Website	Free
Staffing structure	Website	Free
<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	Website / hard copy	Free / 5p*
Finalised budget	Website / hard copy	Free / 5p*
Precept	Contact Clerk	
Financial Standing Orders and Regulations	Website / hardcopy	Free / 5p*
List of current contracts awarded and value of contract	Contact clerk	
Members' allowances and expenses	Contact clerk	
<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)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / hardcopy	Free /5p*
Local charters drawn up in accordance with DCLG guidelines	Contact Clerk	

<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, notice boards, hard copy	Free/5p*
Agendas of meetings (as above)	Website, notice boards, hard copy	Free/5p*
Minutes of meetings (as above) – NB-this will exclude information that is properly regarded as private to the meeting.	Website, hard copy	Contact clerk
Reports presented to council meetings - NB- this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p per page
Responses to consultation papers	Hard copy	5p/page
Responses to planning applications	Website, hard copy	Free
Bye-laws		
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee/sub-committee/ working group terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website and hardcopy Website and hard copy  Hard copy  Website and hard copy	5p/page
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Hardcopy Website and hard copy	5p/page
<del>Policies and procedures for handling requests for information</del> Complaints procedures (including those covering requests for information and operating the	Website and hard copy	

publication scheme)		
Information security policy	To be published	
Records management policies (records retention, destruction and archive)	Website and hard copy	
Data protection policies	To be published	
Schedule of charges (for the publication of information)	See end of this document	
<b>Class 6 – Lists and Registers</b> 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	5p/page
Assets Register	Hard copy	5p/page
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)	N/A	
Register of members' interests	Website /LCC website /Hard copy	Free 5p/page
<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		
Community centres and village halls	Web site/ Contact the Clerk	
Parks, playing fields and recreational facilities	Contact the Clerk	5p/page
Annual Newsletter	Distribution or Contact the Clerk	Free
Seating, litter bins, clocks, memorials and lighting	Contact the Clerk	Free
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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**Contact details: Clerk:- Mrs J. Winn, 8, Whitehouse Avenue, Great Preston, LEEDS LS 26 8BN**

**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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage – current 2 <sup>nd</sup> class Stamps charges	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority