

Information available from Monk Soham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	<i>A rural parish council comprising of seven elected members</i>	
Who's who on the Council and its Committees	<i>Contact Clerk</i>	<i>Free</i>
Contact details for Parish Clerk	<i>Geoff Robinson 01728 685425 grobinson897@btinternet.com</i>	
Location of main Council office and accessibility details	<i>Contact Clerk</i>	
Staffing structure	<i>Parish Clerk only</i>	

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)	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
Annual return form and report by auditor	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
Finalised budget	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
Precept	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
Borrowing Approval letter	<i>Not applicable</i>	
Financial Standing Orders and Regulations	<i>Not applicable</i>	
Grants given and received	<i>None</i>	
List of current contracts awarded and value of contract	<i>None</i>	
Members' allowances and expenses	<i>None</i>	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
Parish Plan (current and previous year as a minimum)	<i>None</i>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
Quality status	<i>Not applicable</i>	
Local charters drawn up in accordance with DCLG guidelines	<i>None</i>	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	<i>(hard copy or website)</i>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>Contact Clerk</i>	
Agendas of meetings (as above)	<i>Contact Clerk</i>	<i>Free</i>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<i>Contact Clerk</i>	<i>Free</i>
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Contact Clerk</i>	<i>Free</i>
Responses to consultation papers	<i>None</i>	
Responses to planning applications	<i>Hard copy – Contact Clerk of MSDC</i>	<i>Free</i>
Bye-laws	<i>None</i>	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	<i>In accordance with SALC guidelines and government policy</i>	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers	<i>In accordance with SALC guidelines and Government policy</i>	

Code of Conduct		
<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<i>In accordance with SALC guidelines and government policy</i>	
Information security policy	<i>As above</i>	
Records management policies (records retention, destruction and archive)	<i>As above</i>	
Data protection policies	<i>As above</i>	
Schedule of charges (for the publication of information)	<i>Not applicable</i>	
Class 6 – Lists and Registers	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
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)	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
Assets Register	<i>None</i>	
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)	<i>Hard copy – Contact Clerk</i>	<i>Free</i>
Register of members' interests	<i>Hard copy – Contact Clerk or MSDC</i>	<i>Free</i>
Register of gifts and hospitality	<i>None</i>	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	<i>None</i>	
Burial grounds and closed churchyards	<i>None</i>	
Community centres and village halls	<i>None</i>	
Parks, playing fields and recreational facilities – HUNGERS GREEN	<i>Contact Clerk for inspection</i>	
Seating, litter bins, clocks, memorials and lighting	<i>None</i>	
Bus shelters	<i>None</i>	
Markets	<i>None</i>	
Public conveniences	<i>None</i>	
Agency agreements	<i>None</i>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>Not applicable</i>	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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

