

Information available from MILTON 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Hard copy, website and notice boards.	
Who's who on the Council and its Committees	Hard copy, website and notice boards.	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy, website and notice boards.	
Location of main Council office and accessibility details	Hard copy, website and notice boards.	
Staffing structure	Hard copy and website	

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)	Hard copy and website - and notice boards	
Current and previous financial year as a minimum	Hard copy and website - and notice boards	
Annual return form and report by auditor	Hard copy and website - and notice boards	
Finalised budget	Hard copy and website - and notice boards	
Precept	Hard copy and website - and notice boards	
Borrowing Approval letter	Hard copy and website - and notice boards	
Financial Standing Orders and Regulations	Hard copy and website - and notice boards	
Grants given and received	Hard copy and website - and notice boards	
List of current contracts awarded and value of contract	Hard copy and website	
Members' allowances and expenses	Hard copy and website - and notice boards	
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)	Hard copy and website - and notice boards	
Annual Report to Parish or Community Meeting (current and previous year as a	Hard copy and website	

minimum)	- and notice boards	
Quality status	Hard copy and website - and notice boards	
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Hard copy and website - and notice boards	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website - and notice boards	
Agendas of meetings (as above)	Hard copy and website - and notice boards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website - and notice boards	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website - and notice boards	
Responses to consultation papers	Hard copy and website - and notice boards	
Responses to planning applications	Hard copy and website - and notice boards	
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy and website - and notice boards	

Current information only		
<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>	Hard copy and website	
<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>	Hard copy and website	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	Hard copy and website	
Schedule of charges)for the publication of information)		
Class 6 – Lists and Registers	(hard copy or website; some information may	

Currently maintained lists and registers only	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)		
Assets Register	Hard copy and website - and notice boards	
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)		
Register of members' interests	Hard copy	
Register of gifts and hospitality	N/A	
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy and website - and notice boards	
Burial grounds and closed churchyards	Hard copy and website - and notice boards	
Community centres and village halls	Website and from MCC	
Parks, playing fields and recreational facilities	Website and from MCC	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard copy and website - and notice boards	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and website - and notice boards	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
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Email: clerk@miltonvillage.org.uk

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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority

Dated November 2008