

Information available from Laughton 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 (Organisational information, structures, locations and contacts) <i>This will be current information only.</i>	Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & notice board	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
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>Current and previous financial year as a minimum</i>		
Annual return form and report by auditor	Hard copy from Parish Clerk	10p per sheet
Finalised budget	Hard copy from Parish Clerk	10p per sheet
Precept	Hard copy from Parish Clerk	10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy from Parish Clerk	10p per sheet
Grants given and received	Within minutes on website Hard copy from clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy from clerk	10p per sheet
Members' allowances and expenses	Hard copy from clerk	10p per 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)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy from Parish Clerk	10p per sheet

Quality status	NA	
Local charters drawn up in accordance with DCLG guidelines	NA	
Class 4 – How we make decisions (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Noticeboard	
Agendas of meetings (as above)	Website Noticeboard	
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i>	Website Noticeboard Hard copy from Parish Clerk	10p per sheet
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting.</i>	Hard copy from Parish Clerk	10p per sheet
Responses to consultation papers	Wealden District Council Website	
Responses to planning applications	Wealden District Council Website	
Bye-laws	Hard copy from Parish Clerk	10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>	(hard copy or website)	
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 Code of Conduct Policy statements	Hard copy from Parish Clerk	10p per sheet

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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) Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)	Hard copy from Parish Clerk (when available)	10p per sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (<i>if any are held this should be publicised; in most circumstances, existing access provisions will suffice</i>)		
Assets register	Hard copy from Parish Clerk	10p per sheet
Disclosure log (<i>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 from Parish Clerk	10p per sheet
Register of members' interests	Website (to be added 2017) Hard copy from Parish Clerk	10p per sheet
Register of gifts and hospitality	Hard copy from Parish Clerk	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) <i>Current information only</i>	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	10p per sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy from Parish Clerk	10p per sheet
Seating, litter bins	Hard copy from Parish Clerk	10p per sheet
Bus shelters	Hard copy from Parish Clerk	10p per sheet
Public conveniences	N/A	

Contact details:

Clerk to the Council

Laughton Parish Council

clerk@laughton-pc.gov.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

* the actual cost incurred by the public authority