

Information available from Malpas Parish Council under the 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>		See table at end of doc for details of charges
Who's who on the Council and its Committees	hard copy / website / email	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy / website / email	
<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)</p>	hard copy / website / email	
Annual return form and report by auditor	hard copy / website / email	
Finalised budget	hard copy / website / email	
Precept	hard copy / email	
Financial Standing Orders and Regulations	hard copy / website / email	
Grants given and received	hard copy / email	
List of current contracts awarded and value of contract	hard copy / email	
Members' allowances and expenses	hard copy / email	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	hard copy / website / email	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy / website / email	
Quality status	n/a	

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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>hard copy / website / email</p>	
<p>Agendas of meetings (as above)</p>	<p>hard copy / website / email</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>hard copy / website / email</p>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>hard copy / website / email</p>	
<p>Responses to consultation papers</p>	<p>hard copy / website / email</p>	
<p>Responses to planning applications</p>	<p>hard copy / website / email</p>	
<p>Bye-laws</p>	<p>hard copy / website / email</p>	
<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>hard copy / website / email</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</p>	<p>hard copy / website / email</p>	

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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	hard copy / website / email	
Records management policies (records retention, destruction and archive)	hard copy / website / email	
Data protection policies	hard copy / website / email	
Schedule of charges (for the publication of information)	hard copy / website / email	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(hard copy)	
Assets Register	hard copy / website / email	
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)	(hard copy)	
Register of members' interests	hard copy / website / email	
Register of gifts and hospitality	hard copy / website / email	
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	hard copy / website / email	
Burial grounds and closed churchyards	n/a	
Seating, litter bins, clocks, memorials and lighting	hard copy / website / email	
Bus shelters	hard copy / website / email	
A summary of services for which the council is entitled to recover a fee, together with those fees	hard copy / website / email	

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(e.g. burial fees)		
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs R Shackleton

Langdale

Sarn

Malpas

SY14 7LN

Email:- malpaspc@hotmail.com

Tel:- 01948 770678

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 @ actual cost per sheet (black & white)	Actual cost
	Photocopying actual cost 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