

Information available from Morton 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) This will be current information only	All items, except where stated otherwise, under Class 1 are available on the MortonParishCouncil.org.uk website.	
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details	None.	
Staffing structure	Part-time Clerk only.	
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) Current and previous financial year as a minimum	All items listed under Class 2 are available on the MortonParishCouncil.org.uk website unless otherwise stated.	Actual
Annual return form and report by auditor		
Finalised budget		

Precept		
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations		
Grants given and received	By application to the Clerk	
List of current contracts awarded and value of contract	By application to the Clerk	
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	All items listed under Class 3 are available on the MortonParishCouncil.org.uk website unless otherwise stated.	Actual
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	All items listed under Class 4 are available on the MortonParishCouncil.org.uk website unless otherwise stated.	Actual
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		

Responses to consultation papers	By application to the Clerk	
Responses to planning applications		
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	All items listed under Class 5 are available on the MortonParishCouncil.org.uk website unless otherwise stated.	
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		
Policies and procedures for the provision of services and about the employment of staff: 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)	By application to the Clerk	
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	By application to the Clerk	
Data protection policies	By application to the Clerk	

Schedule of charges (for the publication of information)	See below.	
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy; some information may only be available by inspection)	Actual
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By application to the Clerk	
Assets Register	By application to the Clerk	
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)	By application to the Clerk	
Register of members' interests	By application to the Clerk	
Register of gifts and hospitality	By application to the Clerk	
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; some information may only be available by inspection) Some information can be found on the Website at MortonParishCouncil.org.uk	Actual
Play Areas	By application to the Clerk	
Community centres and village halls	By application to the Clerk	
Parks, playing fields and recreational facilities	By application to the Clerk	
Seating, litter bins, memorials and lighting	By application to the Clerk	
Bus shelters	By application to the Clerk	

Additional Information		
None		

Contact details: Clerk to the Parish Council

E-mail clerk@mortonparishcouncil.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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority