

MODEL PUBLICATION SCHEME

Information available from Islip Parish Council

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| **Information to be published** | **How the information can be obtained** | **Cost-hard copy** |
| **Class1 - Who we are and what we do**  (Organisational information, structures, locations and contacts)  This will be current information only to include | (hard copy 50p or free on 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 |
| Staffing structure |
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| **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 | (hard copy 50p or free from website) |  |
| Annual return form and report by auditor |  |  |
| Finalised budget |  |  |
| Precept |  |  |
| Borrowing Approval letter | N/A |  |
| Financial Standing Orders and Regulations |  |  |
| Grants given and received |  |  |
| List of current contracts awarded and value of contract |  |  |
| Members’ allowances and expenses |  |  |
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| **Class 3 – What our priorities are and how we are doing**  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum | (hard copy or website) |  |
| 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) | Hard copy 50p /free on website |  |
| Quality status | N/A |  |
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| **Class 4 – How we make decisions**  (Decision making processes and records of decisions)  Current and previous council year as a minimum | (hard copy 50p or free to view on Parish Council Noticeboard/website) |  |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | On North Northants Council Planning Portal | |
| Agendas of meetings (as above) |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. |
| Responses to consultation papers |
| Responses to planning applications |
| Bye-laws |  |  |
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| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | (hard copy or free on 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 | Contact for individual pricing as some are large documents |  |
| Policies and procedures for the provision of services and about the employment of staff:  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme) | As above |  |
| Information security policy |  |  |
| Records management policies (records retention, destruction and archive) |  |  |
| Data protection policies |  |  |
| Schedule of charges (for the publication of information) |  |  |
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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | (hard copy or website; some information may 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) | N/A |  |
| Assets register | Hard copy £1 Free Website |  |
| 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 |  |  |
| Register of gifts and hospitality |  |  |
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| **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 | Website/hard copy |  |
| Burial grounds and closed churchyards | N/A |  |
| Community centres and village halls | N/A |  |
| Parks, playing fields and recreational facilities | N/A |  |
| Seating, litter bins, clocks, memorials and lighting | Website/hard copy |  |
| Bus shelters | Website/hard copy |  |
| Markets | N/A |  |
| Public conveniences | N/A |  |
| Agency agreements | N/A |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A |  |
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| **Additional Information**  This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |

**Contact details: c**lerk@twywellparishcouncil.co.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 20p per sheet (colour) | Actual cost |
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|  | Postage | Actual cost of Royal Mail standard 2nd class |
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| **Statutory Fee** |  | In accordance with the relevant legislation (quote the actual statute) |
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| **Other** |  |  |
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\* the actual cost incurred by the public authority