

Information available from Dingley 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)		
Who's who on the Council and its Committees	E-mail from Clerk Website Hard copy	Nil Nil 20p per sheet + postage
Contact details for Parish Clerk and Council Chair Person	Notice Board E-mail from Clerk Website Hard copy	Nil Nil Nil 20p per sheet + postage
Location of main Council office and accessibility details	No office	
Staffing structure	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
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)		
Annual return form and report by auditor	E-mail from Clerk Hard copy	Nil 20p per sheet + postage

Finalised budget	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Precept	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Grants given and received	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
List of current contracts awarded and value of contract	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Members' allowances and expenses	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	None	
Annual Report to Parish or Community Meeting	Notice Board after meeting E-mail from Clerk Corby Library Hard copy	Nil Nil Nil 20p per sheet + postage

Quality status	Not applicable	
Audit Reports	E-mail from Clerk Website Hard copy	Nil Nil 20p per sheet + postage
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	E-mail from Clerk Website Hard copy	Nil Nil 20p per sheet + postage
Agendas of meetings (as above)	Notice Board before meeting E-mail from Clerk Corby Library Website Hard copy	Nil Nil Nil Nil 20p per sheet + postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Notice Board after meeting E-mail from Clerk Corby Library Website Hard copy	Nil Nil Nil Nil 20p per sheet + postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	E-mail from Clerk Website Hard copy	Nil Nil 20p per sheet + postage

Responses to consultation papers	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Responses to planning applications	as per minutes of meetings	
Bye-laws	None	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	E-mail from Clerk Hard Copy	Nil 20p per sheet + postage
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)	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Information security policy	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Records management policies (records retention, destruction and archive)	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Data protection policies	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Schedule of charges (for the publication of information)	E-mail from Clerk Hard copy	Nil 20p per sheet

		+ postage
Class 6 – Lists and Registers		
Any publicly available register or list	None	
Assets Register	E-mail from Clerk Website Hard copy	Nil Nil 20p per sheet + postage
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)	None	
Register of members' interests	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Register of gifts and hospitality	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	E-mail from Clerk Hard copy Kettering Borough Council	Nil 20p per sheet + postage N/K

Seating, litter bins, clocks, memorials and lighting	None	
Bus shelters	E-mail from Clerk Hard copy	Nil 20p per sheet + postage
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Newsletter – published on an ad hoc basis and distributed to all households	E-mail from clerk Hard Copy	Nil 20p per sheet + postage
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

Contact details:

Clerk Mrs Justina Medwell, Middleton House, Middleton, Market Harborough, Leics LE16 8YU
Tel 01536 771234 E-mail clerk.dingley@gmail.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet	Contribution to cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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