

## Information available from Melton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 5p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 5p/sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 5p/sheet
Staffing structure	Website Hard copy – contact Clerk	Free 5p/sheet

<p><b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy – contact Clerk	Free 5p/sheet
Finalised budget	Website Hard copy – contact Clerk	Free 5p/sheet
Precept	Website Hard copy – contact Clerk	Free 5p/sheet
Borrowing Approval letter	Website Hard copy – contact Clerk	Free 5p/sheet
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 5p/sheet
Grants given and received	Website Hard copy – contact Clerk	Free 5p/sheet
List of current contracts awarded and value of contract	Website Hard copy – contact Clerk	Free 5p/sheet
Members' allowances and expenses	Website Hard copy – contact Clerk	Free 5p/sheet

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 5p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 5p/sheet
Quality status	Website Hard copy – contact Clerk	Free 5p/sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>		

<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website          Hard copy – contact Clerk</p>	<p>Free          5p/sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website          Hard copy – contact Clerk</p>	<p>Free          5p/sheet</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website          Hard copy – contact Clerk</p>	<p>Free          5p/sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website          Hard copy – contact Clerk</p>	<p>Free          5p/sheet</p>
<p>Responses to consultation papers</p>	<p>Website          Hard copy – contact Clerk</p>	<p>Free          5p/sheet</p>
<p>Responses to planning applications</p>	<p>Website          Hard copy – contact Clerk</p>	<p>Free          5p/sheet</p>
<p>Bye-laws</p>		

<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<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>Website  Hard copy – contact Clerk</p>	<p>Free  5p/sheet</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  <del>Recruitment policies (including current vacancies)</del>  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website  Hard copy – contact Clerk</p>	<p>Free  5p/sheet</p>
<p><del>Information security policy</del></p>		
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website  Hard copy – contact Clerk</p>	<p>Free  5p/sheet</p>

Data protection policies	Website Hard copy – contact Clerk	Free 5p/sheet
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 5p/sheet

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</del>		
Assets Register	Website Hard copy – contact Clerk	Free 5p/sheet
<del>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)</del>		
Register of members' interests		
Register of gifts and hospitality		

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 5p/sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard copy – contact Clerk	Free 5p/sheet
Bus shelters	Website Hard copy – contact Clerk	Free 5p/sheet
<del>Markets</del>		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		



<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Melton Parish Council  
The Lindos Centre  
Saddlemakers Lane  
Melton IP12 1PP  
Tel/Fax: 01394 382224  
eMail: clerk@melton-suffolk-pc.gov.uk  
web: www.melton-suffolk-pc.gov.uk

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual pence per copy charge made by Lindos Psychotherapy Centre
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)