

Information available from Maids Moreton Parish Council, under the model publication scheme – agreed 9 June 2016

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>		
Who's who on the Council and its Committees	Hard copy, contact Clerk Web site / e-mail	10p/sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy, contact Clerk Web site / e-mail	10p/sheet Free

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

Annual return form and report by auditor	Hard copy, contact Clerk Web site / e-mail	10p/sheet Free
Finalised budget	Hard copy, contact Clerk Web site / e-mail	10p/sheet Free
Precept	Hard copy, contact Clerk Web site / e-mail	10p/sheet Free
Financial, Standing Orders and Regulations	Hard copy, contact Clerk Web site / e-mail	10p/sheet Free

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy, contact Clerk Web site / e-mail	10p/sheet Free

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings	Web site / e-mail	Free
Agendas of meetings (as above)	Web site / e-mail	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site / e-mail	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web site / e-mail	Free
Responses to consultation papers	Hard copy, contact Clerk	10p/sheet
Responses to planning applications	Hard copy, contact Clerk	10p/sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 Financial Regulations Policy statements	Hard copy, contact Clerk Web site / e-mail	10p/sheet Free

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection, contact Clerk	
Assets Register	Available for inspection, contact Clerk	
Register of members' interests	Available for inspection, contact 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

Cricket Pavilion and village hall	Website/email	Free
Parks, playing fields and recreational facilities	Website/email	Free
Seating, litter bins and lighting	Website/email	Free
Agency agreements	Website/email	Free
A summary of services for which the council is entitled to recover a fee, together with those fees	Website/email	Free

Contact Details:**Ruth Millard, Clerk to Maids Moreton Parish Council****32 Campbell Close****Linden Village****Buckingham****MK18 7HP****Tel. 01280 814739****e-mail. maidsmoretonclerk@gmail.com****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 @ 10p per sheet (black & white)	Copier fee, plus paper, time *
	Photocopying @ 15p per sheet (colour)	Copier fee, plus paper, time *
	Postage DL envelope Large Letter	Envelope, plus second class postage *

*the actual cost incurred by the public authority