

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
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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