

Information available from Loddington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who is who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p/sheet
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	Website Hard copy – contact Clerk	Free 10p/sheet
Finalised budget	Website Hard copy – contact Clerk	Free 10p/sheet
Precept	Website Hard copy – contact Clerk	Free 10p/sheet
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p/sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p/sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p/sheet
Minutes of meetings (as above)	Website Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p/sheet
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)		
Policies and procedures for the conduct of council business: Procedural standing orders	Website Hard copy – contact Clerk	Free 10p/sheet
Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy – contact Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Policies and procedures for handling requests for information	Hardcopy – contact Clerk Website Hardcopy – contact Clerk	10p/sheet Free 10p/sheet

Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hardcopy – contact Clerk	Free 10p/sheet
Information technology policy	Hardcopy – contact Clerk Website	10p/sheet Free
Records management policies (records retention, destruction and archive)	Hardcopy – contact Clerk Website	10p/sheet Free
Data protection policies	Website Hardcopy – contact Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website Hardcopy – contact Clerk	Free 10p/sheet
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)	Website Hard copy – contact Clerk	Free 10p/sheet
Assets register	Website Hard copy – contact Clerk	Free 10p/sheet
Register of members' interests	Website Hard copy – contact Clerk	Free 10p/sheet
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		
Pavilion	Website	
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 10p/sheet
Bus shelters	Hard copy – contact Clerk	10p/sheet

Contact details:

Jane Mann
Clerk to Loddington Parish Council
79 Harrington Road, Loddington, NN14 1JZ
T: 01536 710525
clerk@loddingtonparishcouncil.gov.uk.
<https://loddingtonparishcouncil.gov.uk/>

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)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority