

## Information available from Lydiard Millicent 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>hard copy            and/or            website</p>	<p>Actual cost of photocopying            Free from website</p>
<p>Who's who on the Council and its Committees            The Council does not operate a Committee Structure.            Details of Working Groups are available</p>	<p>Hard Copy            And/or            website</p>	<p>Actual cost of photocopying            Free from website</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website and            Noticeboards</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website and            Noticeboards</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Website / Clerk</p>	<p>Free</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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Website / Hard Copy	Actual cost of photocopying Free from website
Finalised budget	Hard Copy	)Actual cost of
Precept	Hard Copy	) photocopying
Borrowing Approval letter	Hard Copy	) plus postage
Financial Standing Orders and Regulations	Hard Copy	)
Grants given and received	Hard Copy	)
List of current contracts awarded and value of contract	Hard Copy	)
Members' allowances and expenses	Hard Copy	)
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Report to Parish (current and previous year as a minimum)	Hard copy or website	Free
Quality status		
<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>		
<p>Timetable of meetings (Council, <del>any committee/sub-committee</del> meetings and parish meetings)</p>	<p>Website or Hard copy</p>	<p>Actual cost of photocopying Free from website</p>
<p>Agendas of meetings (as above)</p>	<p>Website / E-Mail</p>	<p>Free</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website /E-Mail</p>	<p>Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy</p>	<p>Actual cost of photocopying + postage</p>
<p>Responses to consultation papers</p>		
<p>Responses to planning applications</p>	<p>Wilts. Council website</p>	
<p>Bye-laws</p>	<p>Wilts. Council website</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>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p>	<p>Website</p>	<p>Free</p>

<del>Committee and sub-committee terms of reference</del> Delegated authority in respect of officers Code of Conduct Policy statements	)Website ) )	)Free ) )
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	These Policies not yet in place	
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)	Website	Free
<b>Class 6 – Lists and Registers</b>		
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)	By Appointment with Clerk	Inspection only
Assets Register	Hard Copy	Actual cost of photocopy

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)	Not held by Parish Council	
Register of members' interests	Wilts. Council website	Free
Register of gifts and hospitality	Website	Free
<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)  Current information only	Website By Telephone / Appointment	Free
<b>Allotments</b>		
Burial grounds and closed churchyards	)	)
Community centres and village halls	)	)
Parks, playing fields and recreational facilities	)	)
Seating, litter bins, clocks, memorials and lighting	)	)
Bus shelters	)	)
<b>Markets</b>		
<b>Public conveniences</b>		
<b>Agency agreements</b>		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	)	)
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Mrs Deborah Bourne, Clerk Lydiard Millicent Parish Council  
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### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	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)
<b>Other</b>		

\* the actual cost incurred by the public authority

Adopted by Lydiard Millicent Parish Council at its meeting held on Thursday 1<sup>st</sup> October 2015 (min ref 93/15)