

Information Available from Litton Cheney Parish Council under the Model Publication Scheme

Class1 - Who we are and what we do <i>This will be current information only</i>		
Who's who on the Council	Web site or hard copy	Web site free. Hard copy see schedule of charges.
Contact details for Parish Clerk and Council members	Web site or hard copy	Web site free. Hard copy see schedule of charges.
Class 2 What we spend and how we spend it		
Current and previous financial year	Web site or hard copy	Web site free. Hard copy see schedule of charges
Annual return form and report by auditor (Internal & External)	Web site or hard copy	Web site free. Hard copy see schedule of charges
Finalised budget	Website or hard copy	Website free Hard copy see schedule of charges.
Precept	Website or hard copy	Website free Hard copy see schedule of charges.
Standing Orders and Financial Regulations	Website or hard copy	Website free Hard copy see schedule of charges.
Grants given and received.	Website or hard copy	Website free Hard copy see schedule of charges
List of current contracts awarded and value of contract	Website or hard copy	Website free Hard copy see schedule of charges.
Members' allowances and expenses (if applicable)	Website or hard copy	Website free Hard copy see schedule of charges
Class 3 What our priorities are and how we are doing <i>Strategies and plans, performance indicators, audits, inspections and reviews</i>		
Local charters drawn up in accordance with DCLG guidelines (if applicable)	Website or hard copy	Website free Hard copy see schedule of charges
Class 4 How we make decisions <i>Decision making process and record of decisions</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website or hard copy (notices of meetings are publicly displayed as required by law)	Website free Hard copy see schedule of charges.

The above information reviewed and approved
Litton Cheney Parish Council March 2019

Agendas of meetings (as above)	Web site (current agenda) or hard copy	Web site free. See schedule of charges.
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Web site or hard copy	Web site free. Hard copy see schedule of charges
Annual Report to Parish or Village Assembly Meeting	Website or hard copy	Web site free Hard copy see schedule of charges
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Web site or hard copy	Web site free. Hard copy see schedule of charges.
Responses to consultation papers	Hard copy	See schedule of charges.
Responses to planning applications	Hard copy	See schedule of charges.
Bye-laws	Hard copy	See schedule of charges.
Class 5 Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and procedures for the conduct of council business: Procedural Standing Orders Committee and sub-committee terms of reference (if applicable) Delegated authority in respect of officers Code of Conduct Policy statements	Website or Hard copy	Website free Hard copy see schedule of charges.
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Health and safety policy Recruitment policy (including current vacancies) Policies and procedures for handling requests for information, including any complaints procedures.	For details please contact Clerk	See schedule of charges.
Records management policies (records retention, destruction and archive)	Hard copy	See schedule of charges.
Email policy, GDPR policy and Privacy Statement	Web site or hard copy	Web site free. Hard copy see schedule of charges
Schedule of charges (for the publication of information)	Web site or hard copy	Web site free. Hard copy see schedule of charges

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Class 6 Lists and Registers <i>Currently maintained lists and registers only (if applicable)</i>		
Assets Register/Village Inventory	Website or Hard copy	Web site free. Hard copy see schedule of charges.
Register of members' interests	Website or Hard copy	Website free Hard copy see schedule of charges.
Register of gifts and hospitality	For details contact Clerk	See schedule of charges.
Class 7 The services we offer <i>Current information only</i>		
Allotments Playing field Village Hall Seats, benches and litter bins Bus Shelter Defibrillator	For details contact Clerk	See schedule of charges.

Schedule of Charges		
Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & white) ¹ Photocopying @ 20p per sheet (colour) ¹	The actual cost incurred by the Parish Council in accordance with the relevant legislation: ¹ Actual cost ² Actual cost of Royal Mail 2 nd class stamp ³ 5p
Statutory fee	Postage ² Envelope charge ³	

Contact Details:

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 Website: <http://www.littoncheney.org.uk>

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