



Contact Details: Minting and Gautby Council

c/o Birchwood House, the Walled Garden, Gautby LN8 5JP email: mintingandgautbyparishcouncil@gmail.com

Information available from Minting & Gautby Parish Council under the model publication scheme

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		



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<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor		10p/page
Finalised budget		10p/page
Precept		10p/page
Borrowing Approval letter		10p/page
Financial Standing Orders and Regulations		10p/page
Grants given and received		10p/page
List of current contracts awarded and value of contract		10p/page
Members' allowances and expenses		10p/page
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	n/a	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy/email	10p/page
Quality status	n/a	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a	n/a



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<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy/email	10p/page
Agendas of meetings (as above)	Hard copy/email	10p/page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email	10p/page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/email	10p/page
Responses to consultation papers	Hard copy/email	10p/page
Responses to planning applications	Hard copy/email	10p/page
Bye-laws	Hard copy/email	10p/page
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Hard copy/email	10p/page



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<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copy/email	10p/page
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	Hard copy/email	10p/page
Information security policy	Hard copy/email	10p/page
Records management policies (records retention, destruction and archive)	Hard copy/email	10p/page
Data protection policies	Hard copy/email	10p/page
Schedule of charges (for the publication of information)	Hard copy/email	10p/page
Class 6 – Lists and Registers	(hard copy or website;	



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Currently maintained lists and registers only	some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy/email	10p/page
Assets Register	Hard copy/email	10p/page
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)	Hard copy/email	10p/page
Register of members' interests	Hard copy/email	10p/page
Register of gifts and hospitality	Hard copy/email	10p/page
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	(hard copy or website; some information may only be available by inspection)	
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		



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Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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
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Disbursement cost	Photocopying @ 10 p per sheet (black & white)	Actual cost * 10p
	Photocopying @ 10 p per sheet (colour)	Actual cost * 10p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority