

Information available from Misterton 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, structure, locations and contacts) Current information only	Website/Hard copy at The Misterton Centre	5p per A4 photocopy 10p per A3 photocopy
Who's who on the Council and its Committees	Website/Hard copy at The Misterton Centre	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard copy at The Misterton Centre	As above
Location of main Council office and accessibility details	Website/Hard copy at The Misterton Centre	As above
Staffing structure	Hard copy at The Misterton Centre	As above
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	Hard copy at The Misterton Centre	As above
Annual return form and report by auditor	Hard copy at The Misterton Centre	As above
Finalised budget	Hard copy at The Misterton Centre	As above
Precept	Hard copy at The Misterton Centre	As above
Borrowing Approval letter		
Standing Orders and Financial Regulations	Website/Hard copy at The Misterton Centre	As above
Grants given and received	Hard copy at The Misterton Centre	As above
List of current contracts awarded and value of contract	Hard copy at The Misterton Centre	As above
Members' allowances and expenses	Hard copy at The Misterton Centre	As above

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)	Hard copy at The Misterton Centre	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hard copy at The Misterton Centre	As above
Quality status	Inspection at The Misterton Centre	As above
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website/Hard copy at The Misterton Centre	As above
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard copy at The Misterton Centre	As above
Agendas of meetings (as above)	Website/Hard copy at The Misterton Centre	As above
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.	Website/Hard copy at The Misterton Centre	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy at The Misterton Centre	As above
Responses to consultation papers	Hard copy at The Misterton Centre	As above
Responses to planning applications	Hard copy at The Misterton Centre	As above
Bye laws		

<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>	<p>Hard copy at The Misterton Centre</p>	<p>As above</p>
<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>	<p>Hard copy at The Misterton Centre Hard copy at The Misterton Centre Hard copy at The Misterton Centre Website/Hard copy at The Misterton Centre</p>	<p>As above As above As above As above</p>
<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 Equal Opportunities policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy at The Misterton Centre</p> <p>Website/Hard copy at The Misterton Centre</p> <p>Website/Hard copy at The Misterton Centre</p>	<p>As above</p> <p>As above</p> <p>As above</p>
<p>Information security policy</p>	<p>Hard copy at The Misterton Centre</p>	<p>As above</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy at The Misterton Centre</p>	<p>As above</p>
<p>Data protection policies</p>	<p>Hard copy at The Misterton Centre</p>	<p>As above</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy at The Misterton Centre</p>	<p>As above</p>

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicity available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy at The Misterton Centre	As above
Assets Register	Hard copy at The Misterton Centre	As above
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 at The Misterton Centre	As above
Register of members' interests	Available from Bassetlaw District Council	No charge
Register of gifts and hospitality	Hard copy at The Misterton Centre	As above
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 at The Misterton Centre	As above
Allotments		
Burial grounds and closed churchyards		
The Misterton Centre	Hard copy at The Misterton Centre	As above
Parks, playing fields and recreational facilities	Hard copy at The Misterton Centre	As above
Seating, litter bins, memorials, clocks, and lighting	Hard copy at The Misterton Centre	As above
Bus shelters	Hard copy at The Misterton Centre	As above
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Additional Information

Contact details:

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per A4 sheet (black & white) 10p per A3 sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		
Other		