

## Information available from Langtoft Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> Langtoft Parish Council		
Who's who on the Council and its Committees	Hard copy Website	10p Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website	10p Free
<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	Hard Copy  By appointment with the clerk	10p per sheet
Annual return form and report by auditor	Hardcopy	10p per sheet
Precept	Hardcopy	10p

	Email	Free
Financial Standing Orders and Regulations	Hardcopy Website	10p Free
Grants given and received	Hardcopy Website	10p Free
List of current contracts awarded and value of contract	Hardcopy Website	10p Free
Members' allowances and expenses	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hardcopy Website	10p Free
Agendas of meetings (as above)	Hardcopy Website Noticeboard	10p Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy Website Noticeboard	10p Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy Website	10p Free
Responses to planning applications	Hardcopy Website (minutes)	10p Free

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of council business:  Standing orders Code of Conduct Financial Regulations Risk Assessments All other policies adopted by the Parish Council	Hardcopy Website	10p Free
Data protection policies	Hardcopy	10p
Schedule of charges (for the publication of information)	Hardcopy Website	10p Free
<b>Class 6 – Lists and Registers</b>	Hardcopy	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hardcopy Website	10p Free
Register of members' interests	ERYC 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	(hard copy or website; some information may only be available by inspection)	
Burial grounds	Hardcopy Website	10p Free
Playing field and playground		

**Contact details:**

Mrs C Boston

[langtoft.clerk@hotmail.co.uk](mailto:langtoft.clerk@hotmail.co.uk)

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 10p per sheet (black & white)	10p
	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