**Information available from Misterton Parish Council under the model publication scheme**

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| **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 & Library | 5p per A4 photocopy  10p per A3  photocopy |
| Who’s who on the Council and its Committees | Website/Hard copy at The Misterton Centre & Library | 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 & Library | As above |
| Location of main Council office and accessibility details | Website/Hard copy at The Misterton Centre & Library | As above |
| Staffing structure | Hard copy at The Misterton Centre & Library | 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 & Library | As above |
| Annual return form and report by auditor | Hard copy at The Misterton Centre & Library | As above |
| Finalised budget | Hard copy at The Misterton Centre & Library | As above |
| Precept | Hard copy at The Misterton Centre & Library | As above |
| Standing Orders and Financial Regulations | Website/Hard copy at The Misterton Centre & Library | As above |
| Grants given and received | Hard copy at The Misterton Centre & Library | As above |
| List of current contracts awarded and value of contract | Hard copy at The Misterton Centre & Library | As above |
| Members’ allowances and expenses | Hard copy at The Misterton Centre & Library | 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 & Library | As above |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website/Hard copy at The Misterton Centre & Library | As above |
| Quality status | Inspection at The Misterton Centre & Library | 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 & Library | As above |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website/Hard copy at The Misterton Centre & Library | As above |
| Agendas of meetings (as above) | Website/Hard copy at The Misterton Centre & Library | 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 & Library | 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 & Library | As above |
| Responses to consultation papers | Hard copy at The Misterton Centre & Library | As above |
| Responses to planning applications | Hard copy at The Misterton Centre & Library | As above |
| ~~Bye-laws~~ |  |  |
| **Class 5 – Our policies and procedures**  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only | Hard copy at The Misterton Centre & Library | As above |
| Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Hard copy at The Misterton Centre & Library  Hard copy at The Misterton Centre & Library  Hard copy at The Misterton Centre & Library  Website/Hard copy at The Misterton Centre & Library | As above  As above  As above  As above |
| Policies and procedures for the provision of services and about the employment of staff:  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  Complaints procedures (~~including those covering requests for information and~~  ~~operating the publication scheme~~) | Hard copy at The Misterton Centre & Library  Website/Hard copy at The Misterton Centre & Library  Website/Hard copy at The Misterton Centre & Library | As above  As above  As above |
| Information security policy | Hard copy at The Misterton Centre & Library | As above |
| Records management policies (records retention, destruction and archive) | Hard copy at The Misterton Centre & Library | As above |
| Data protection policies | Hard copy at The Misterton Centre & Library | As above |
| Schedule of charges (for the publication of information) | Hard copy at The Misterton Centre & Library | As above |
| **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 & Library | As above |
| Assets Register | Hard copy at The Misterton Centre & Library | 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 & Library | As above |
| Register of members’ interests | Available from Bassetlaw District Council | No charge |
| Register of gifts and hospitality | Hard copy at The Misterton Centre & Library | 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 & Library | As above |
| ~~Allotments~~ |  |  |
| Burial grounds and closed churchyards | Website |  |
| The Misterton Centre & Library | Hard copy at The Misterton Centre & Library | As above |
| Parks, playing fields and recreational facilities | Hard copy at The Misterton Centre & Library | As above |
| Seating, litter bins, memorials, ~~clocks, and lighting~~ | Hard copy at The Misterton Centre & Library | As above |
| ~~Bus shelters~~ |  |  |
| ~~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)~~ |  |  |
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| **~~Additional Information~~** |  |  |

**Contact details:**

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David Pearce, Vice Chairman 07949 703724

Barry Cooper 01427 890997

Alan Stead 01427 891335

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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.

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| **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 2nd class |
|  |  |  |
| **~~Statutory Fee~~** |  |  |
|  |  |  |
| **~~Other~~** |  |  |
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