**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:**

Peter Marsden, Chairman 07899 890122

Alex Myers, Vice- Chairman 01427 890271

Barry Cooper 01427 890997

Alan Stead 01427 891335

Hazel Brand 01427 891376

Nicola Jaggard- Smith 01427 891629

Ian Keats 01427 892892

Steve Taylor 01427 891830

Gail Collett 01427 890237

Mike Robertson

Adam Archer

Tony Shrewsbury

Steve Gibbons

Angela Harrison, Clerk to the Council, The Misterton Centre & Library, High Street, Misterton, Doncaster, DN10 4BU

Tel: 01427 890780 Reception: 01427 890646

Email: [theclerk@misterton-notts-pc.gov.uk](mailto:theclerk@misterton-notts-pc.gov.uk)

Website: www.misterton-notts-pc.gov.uk

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~~** |  |  |
|  |  |  |