Information available from Milborne Port Parish Council under the publication scheme

Information to be published:	How the information can be obtained:
Class 1: **Who we are and what we do** (This will be current information only) *Organisational information, structures, locations and contacts*	
Who's who on the Council and its Committees	Hard copy, noticeboard & website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy, noticeboard & website
Location of main Council Office and accessibility details	Hard copy, noticeboard & website
Staffing structure	Hard copy & website.
Class 2: **What we spend and how we spend it** (Current and previous financial year as a minimum) *Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit*	
Annual return form and report by auditor	Hard copy & website
Finalised budget	Hard copy & website
Precept	Hard copy & website
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Hard copy & website
Grants given and received	Hard copy & website
List of current contracts awarded and value of contract	Hard copy & website
Members' allowances and expenses	Hard copy & website

Class 3: **What our priorities are and how we are doing** *Strategies and plans, performance indicators, audits, inspections and reviews*	
Parish Plan	Hard copy and website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and community website
Class 4: **How we make decisions** (Current and previous council year as a minimum) *Decision making processes and records of decisions*	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website
Agendas of meetings (as above)	Hard copy and website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website
Responses to consultation papers	Hard copy and website
Responses to planning applications	Hard copy and website
Bye-laws	Hard copy and website
Class 5: **Our policies and procedures** (Current information only) *Current written protocols, policies and procedures for delivering our services and responsibilities*	
Policies and procedures for the conduct of council business: • Procedural standing orders • Committee and sub-committee terms of reference • Code of Conduct • Policy statements	Hard copy and website

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Policies and procedures for the provision of services and about the employment of staff: • 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)	Hard copy and website
Information security policy	Hard copy and website
Records management policies (records retention, destruction and archive)	Hard copy and website
Data protection policies	Hard copy and website
Schedule of charges (for the publication of information)	Hard copy and website
Class 6: – **Lists and Registers** (Currently maintained lists and registers only) *Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)*	
Assets Register	Hard copy and website
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)	N/A
Register of members' interests	Hard copy and website
Register of gifts and hospitality	Hard copy
Class 7: **The services we offer** (Current information only) *Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses*	
Allotments	Hard copy and website
Burial grounds and closed churchyards	Hard copy and website

Community centres and village halls	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Website
Defibrillators	Hardcopy
Bus shelters	N/A
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and website

Contact details:

Milborne Port Parish Council
The Town Hall
The High Street
Milborne Port
Somerset, DT9 5DF

Tel: 01963 251268 / Mob: 07375 892631 **Email parishclerk@milborneport-pc.gov.uk**

SCHEDULE OF CHARGES:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/ Printing @ 10p per sheet (black & white)	Actual cost incurred by the public authority
	Photocopying/ Printing @ 15p per sheet (colour)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2nd class