

Longwick-cum-Ilmer Parish Council – Information available under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<u>Class 1 - Who we are and what we do</u>		
Current information only	Hard copy and/or website	
Members of the Council Committees and contact details for Clerk and Council members	Notice Board Website Hard Copy	Free Free 10p per A4 SHEET b/w
<u>Class 2 – Finance</u>		
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and Balance Sheet	Website Hard Copy	Free 10p per A4 Sheet b/w
Precept	Website (in minutes) Hard Copy	Free 10p per A4 Sheet b/w
Standing Orders Financial Standing Orders	Hard Copy Website	10p per A4 Sheet b/w Free
Grants given & received	Hard Copy Website (in minutes)	10p per A4 Sheet b/w

Class 3 – Our Priorities and How we are doing

(Plans, audits, inspections, review)

Annual Report

Website
Hard Copy

Free
10p per A4 Sheet b/w

Class 4 – How to make decisions

(Decision making process and records of decisions)

Timetable of Meetings

Notice boards
Website
Hard Copy

Free
Free
10p per A4 Sheet b/w

Agenda of Forthcoming Meetings

Notice boards
Website
Hard Copy

Free
Free
10p per A4 Sheet b/w

Minutes of Meetings (excluding information that is property regarded as private to the meeting)

Notice boards
Website
Hard Copy

Free
Free
10p per A4 Sheet b/w

Responses to Planning Applications

Website (in minutes)
Hard Copy

Free
10p per A4 Sheet b/w

Class 5 – Policies and Procedures

(Current written protocols, policies and procedures for delivering Services and responsibilities) Current information only.

Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct	Hard Copy	10p per A4 Sheet b/w
Schedule of Charges for the publication of information	Website Hard Copy	Free 10p per A4 Sheet b/w
Data Protection Policies	Website	

Class 6 – List & Registers

Currently maintained lists and registers only

Hard Copy or website.

Assets Register	Hard Copy	10p per A4 Sheet b/w
Register of members interest	Hard Copy	10p per A4 Sheet b/w

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and only be available by newsletters produced for the public and businesses)

Parks, playing fields and recreational facilities Seating, litter bins.	Website	Free
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Contact:

The Clerk, Longwick-cum-Ilmer Parish Council
clerk@longwickcumilmer.org.uk.

Postage will be charged at current Post Office rate 2nd Class. Request involving time about 1 hour will be charged at the rate of £30.00