

**Long Preston Parish Council**  
**Information available under the model publication scheme**  
**Adopted January 2011**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b> <i>[exclusive of postage]</i>
<b>Class1 - Who we are and what we do</b> <i>(Current organisational information, structures, locations and contacts)</i>		
Who's who on the Council and its Committees	Website Hard copy – see appendix	Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Hard copy – see appendix	Free 10p/sheet
Council Office	Not applicable	
Staffing structure	Not currently applicable	
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Annual return form and report by auditor.	Website Hard copy – see appendix	Free 10p/sheet
Finalised budget	Website Hard copy – see appendix	Free 10p/sheet
Precept	Website Hard copy – see appendix	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hard copy – see appendix	Free 10p/sheet
Grants given and received	Website Hard copy – see appendix	Free 10p/sheet
List of current contracts awarded and value of contract	Website Hard copy – see appendix	Free 10p/sheet
Members' allowances and expenses	Website	Free

	Hard copy – see appendix	10p/sheet
Borrowing Approval letter	Website Hard copy – see appendix	Free 10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i>		
Parish Plan and Surveys <i>(current and previous year as a minimum)</i>	Website Hard copy – see appendix	Free 10p/sheet
Annual Report to Parish or Community Meeting <i>(current and previous year as a minimum)</i>	Website Hard copy – see appendix	Free 10p/sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<i>[Noted within current agendas – see next item]</i>	
Agendas of meetings.	Website Hard copy – see appendix	Free 10p/sheet
Minutes of meetings	Website Hard copy – see appendix	Free 10p/sheet
Reports presented to council meetings	Website Hard copy – see appendix	Free 10p/sheet
Responses to consultation papers	Website Hard copy – see appendix	Free 10p/sheet
Responses to planning applications	Website Hard copy – see appendix	Free 10p/sheet
Bye-laws	Website Hard copy – see appendix	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b>		

Policies and procedures for the conduct of council business (including): Procedural standing orders; Committee and sub-committee terms of reference Delegated authority in respect of officers; Code of Conduct; Policy statements.	Website Hard copy – see appendix	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff (including): 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). Information security policy. Data protection policies.	Website Hard copy – see appendix	Free 10p/sheet
Records management policies (records retention, destruction and archive) Archive List	Website Hard copy – see appendix	Free 10p/sheet
Schedule of charges for the publication of information.	Website Hard copy – see appendix	Free 10p/sheet
<b>Class 6 – Lists and Registers</b> <i>(Currently maintained)</i>		
Any publicly available register or list	Not currently applicable	
Assets Register	Website Hard copy – see appendix	Free 10p/sheet
Disclosure log	Not currently applicable	
Register of members' interests	Website Hard copy – see appendix	Free 10p/sheet
Register of gifts and hospitality	Not currently applicable	
<b>Class 7 – The services we offer</b> (Current Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
These are currently in production and will be made available once complete and adopted by the Council	Not currently applicable	

**Appended notes:**

Hard copies of documents may be obtained on application to the Clerk. The Clerk will advise of the cost if any and will supply the document on payment of the appropriate charge.

**CONTACT DETAILS:**

Long Preston Parish Council  
Clerk: Stephanie Wheelhouse  
132 Main Street, Cononley, BD20 8NU  
Tel 01535 631094  
Email Clerk@longprestonpc.org.uk

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Not applicable	In accordance with the relevant legislation

\* the actual cost incurred by the public authority

Adopted 17.1.11

Reviewed and updated 4.7.12