

Information available from Toddington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p/sheet
Staffing structure	Website Hard copy – contact Clerk	Free 10p/sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy – contact Clerk	10p/sheet
Finalised budget	Website Hard copy – contact Clerk	Free 10p/sheet
Precept	Website Hard copy – contact Clerk	Free 10p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Website Hard copy – contact Clerk	Free 10p/sheet

List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Website Hard copy – contact Clerk	Free 10p/sheet
Class 3 – What our priorities are and how we are doing		
Parish Plan	Website Hard copy – contact Clerk	Free Free
Annual Report to Parish	Website Hard copy – contact Clerk	Free 10p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Timetable of meetings	Website Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings	Website Hard copy – contact Clerk	Free 10p/sheet
Minutes of meetings	Website Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings	Website Hard copy – contact Clerk	Free 10p/sheet
Responses to consultation papers	Website Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p/sheet
Bye-laws	Hard copy – contact Clerk	10p/sheet

Class 5 – Our policies and procedures		
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	Website Hard copy – contact Clerk Website Hard copy – contact Clerk Website Hard copy – contact Clerk Website Hard copy – contact Clerk N/A	Free 10p/sheet Free 10p/sheet Free 10p/sheet Free 10p/sheet
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)	N/A N/A N/A N/A N/A Website Hard copy – contact Clerk	Free 10p/sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Website	Free

	Hard copy – contact Clerk	10p/sheet
Data protection policies	Website	Free
	Hard copy – contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	N/A	
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Register of Electors: Inspection only – contact Clerk or SBDC	
Assets Register	Website	Free
	Hard copy – contact Clerk	10p/sheet
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 – contact Clerk	10p/sheet
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website	Free
	Hard copy – contact Clerk	10p/sheet
Burial grounds–Closed churchyard	Website	Free
	Hard copy – contact Clerk	10p/sheet
Community centres and village halls	Website	Free
	Hard copy – contact Clerk	10p/sheet
Parks, playing fields and recreational facilities	Website	Free
	Hard copy – contact Clerk	10p/sheet
Seating, litter bins, clocks, War memorial and Christmas lighting	Hard copy – contact Clerk	10p/sheet
Bus shelter	Website	Free

	Hard copy – contact Clerk	10p/sheet
Markets	Website Hard copy – contact Clerk	Free 10p/sheet
Public conveniences		
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)	Website Hard copy – contact Clerk	Free 10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details:

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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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 5p

	Photocopying @ ...p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority