

# Information available from Marden Parish Council under the model publication scheme

Adopted

8 July

2019

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Marden Website</p> <p>Hard copy from Clerk</p>	<p>Free</p> <p>10p per sheet</p>
Who's who on the Council and its Working Groups	<p>Marden Website</p> <p>Hard copy from Clerk</p>	<p>Free</p> <p>10p per sheet</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Marden Website</p> <p>Hard copy from Clerk – Clerk's details on website</p>	<p>Free</p> <p>10p per sheet</p>
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
Annual return form and report by auditor	<p>Marden Website</p> <p>Hard copy from Clerk</p>	<p>Free</p> <p>10p per sheet</p>

Finalised budget	Hard copy from Clerk	10p per sheet
Precept letter	Hard copy from Clerk	10p per sheet
Financial Regulations and Standing Orders	Marden Website Hard copy from Clerk	Free 10p per sheet
Grants given and received	Hard copy from Clerk	10p per sheet
Members expenses	Hard copy from Clerk	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Marden Website	Free
Annual Parish Meeting Report (current and previous year as a minimum)	Marden Website Hard copy from Clerk	Free 10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council and parish meetings)	Marden Website Community Hall Notice Board	Free Free
Agendas of meetings (as above)	Marden Website Community Hall Notice Board Other notice boards around parish	Free Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Marden Website Hard copy from Clerk	Free 10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p per sheet
Responses to consultation papers	Hard copy from Clerk	10p per sheet
Responses to planning applications	Hard copy from Clerk	10p per sheet

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:  Standing orders Code of Conduct Policy statements	) Marden Website ) ) Hard copy from Clerk	) Free ) ) 10p per sheet
Policies and procedures for the provision of services and about the employment of staff:  Equality opportunity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	) Marden Website ) ) Hard copy from Clerk )	) Free ) ) 10p per sheet )
Schedule of charges (for the publication of information)	Marden Website  Hard copy from Clerk	Free  10p per sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(some information may only be available by inspection)	
Any publicly available register or list (eg. Electoral Register)	Inspection via Clerk	Free
Assets Register	Hard copy from Clerk	10p per sheet
Register of members' interests	Marden Website  Hard copy from Clerk	Free  10p per sheet



<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(some information may only be available by inspection)	
Maintenance records	Inspection via Clerk	Free
Agency agreements	Inspection via Clerk	Free
<b>Additional Information</b>		

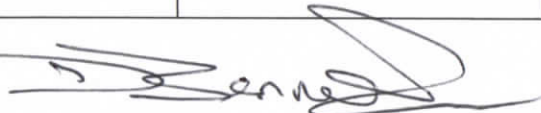
**Contact details: Alison Sutton, Parish Clerk, 7 John Davies Place, Westcroft, Leominster, Herefordshire, HR6 8JD. Tel: 07789 322771. Email: parish.clerk@mardenherefordshire-pc.gov.uk**

#### 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/printing @ 10p per sheet (black & white or colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Signed:



Date: 8/7/19

Chair Marden Parish Council