



Clerk to the Council: Bridget Tighe
 Council Offices, Ogilvie Hall, Wignall Street, Lawford CO11 2JG, Tel: 01206 395898
 Email: clerk@lawfordpc.org.uk

Information available from Lawford Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
(Organisational information, structures, locations and contacts). This will be current information only. NB Council should already be publishing as much information as possible about how they can be contacted.		
Who is on the Council and its Committees	Website, noticeboards, newsletters, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	As above	As above
Location of Council office and accessibility details	As above	As above
Staffing structure	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Class 2 – What we spend and how we spend it		
(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 report by auditor	Website, noticeboards, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Finalised budget	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Precept	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost

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Grants given and received	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
List of current contracts awarded and value of contract	Contacting the office Hardcopy via post	Free Photocopy plus posting cost
Members' allowances and expenses	N/A	N/A
Class 3 – What our priorities are and how we are doing (Plans, audits, inspections and reviews).		
Action Plan (current and previous year as a minimum)	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Annual Report to Parish Meeting (current and previous year as a minimum)	As above	As above
Local Government Award / quality status	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum.		
Timetable of meetings (council, committee, sub-committee and parish meetings)	Website, noticeboards, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Agendas of meetings (as above)	Website, noticeboards (before meetings only), contacting the office Hardcopy via post	Free Photocopy plus posting cost
Minutes of meetings (as above) NB this will exclude information that is properly regarding as private to the meeting	Website, noticeboards, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Reports presented to council meetings, NB this will exclude information that is properly regarding as private to the meeting	Contacting the office Hardcopy via post	Free Photocopy plus posting cost
Responses to consultation papers	As above	As above
Responses to planning applications	Website, contacting the office Hardcopy via post	Free Photocopy plus posting cost
Byelaws	Contacting the office Hardcopy via post	Free Photocopy plus posting cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only.		



<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of conduct • Policy statements 	<p>Website, contacting the office Hardcopy via post</p>	<p>Free Photocopy plus posting cost</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • 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) 	<p>Website (FOI and complaints policies). Contacting the office Hardcopy via post</p>	<p>Free Photocopy plus posting cost</p>
Information Security Policy	<p>Website, contacting the office Hardcopy via post</p>	<p>Free Photocopy plus posting cost</p>
Records management policies (records retention, destruction and archive)	As above	As above
Data protection policies	As above	As above
<p>Class 6 – Lists and Registers Any publicly available register or list</p>		
Assets Register	<p>Website, contacting the office Hard copy via post</p>	<p>Free Photocopy plus posting cost</p>
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)	<p>Contacting the office Hardcopy via post</p>	<p>Free Photocopy plus posting cost</p>
Register of members' interests	Website, contacting the office	Free

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	Hardcopy via post	Photocopy plus posting cost
Register of gifts and hospitality	As above	As above
Class 7 – The services we offer		
(Information about the services we offer. Current information only.)		
Parks, playing fields and recreational facilities	Contacting the office	Free
	Hard copy via post	Photocopy plus posting cost
Seating, litter bins, memorials and streetlighting	As above	As above

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 at 10p per sheet (black and white)	Actual cost
	Photocopying at 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class