

## Guide to information available from LYDDINGTON PARISH COUNCIL under the Information Commissioner's Model Publication Scheme - 2009

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website, hard copy available on request	
Contact details for Parish Clerk and Council members	Website, notice boards	
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a	
<b>Class 2 – What we spend and how we spend it</b>		
Summary Financial Report for the financial years – 2009, 2008 and 2007	Website, hard copy available on request	
Annual Return (and audit report) – 2009, 2008 and 2007	On request for inspection and hard copy available via the Parish Clerk	
Finalised budget	on request for inspection and hard copy available via the Parish Clerk	
Precept - 2009	£6,000	
Borrowing approval letter	n/a	
Financial Standing Orders and Regulations	Website, hard copy available on request	
Grants given and received	n/a	
List of current contracts awarded and value of contract	On request for inspection and hard copy available via the Parish Clerk	
Members' allowances and expenses	n/a	
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	n/a	
Annual Report to Parish or Community Meeting	Website, copy available at Parish meeting	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and notice boards	
Agendas of meetings (as above)	Website and notice boards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy available at Parish Council meetings and on request to the Parish Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy available at Parish Council meetings and on request to the Parish Clerk	
Responses to consultation papers	Website, hard copy available on request and available at Parish Council meetings	

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Responses to planning applications	Hard copy available on request	
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b>		
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 available on request	
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	n/a	
Complaints procedures (including those covering requests for information and operating the publication scheme)	n/a	
Information security policy	n/a	
Records management policies (records retention, destruction, archive)	Website, hard copy available on request	
Data protection policies	n/a	
Schedule of charges for the publication of information	n/a	
<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	Available on request for inspection and hard copy available via the Parish Clerk	
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	Available at Parish Council meetings and minutes of meetings	
Register of gifts and hospitality	n/a	
<b>Class 7 – The services we offer</b>		
Allotments	Website, hard copy available on request	
Burial grounds and closed churchyards	Website, hard copy available on request	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Information available at Parish Council meetings	
Seating, litter bins, clocks, memorials and lighting	Information available at Parish Council meetings	
Bus shelters	Information available at Parish Council meetings	
Markets	n/a	
Public conveniences	n/a	
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 available on request	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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