

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

Information to be published	How the information can be obtained
<p><b>Class1 - 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>	(hard copy and/or website)
Who's who on the Council and its Committees	(hard copy and/or website)
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	(hard copy and/or website)
Location of main Council office and accessibility details	(hard copy and/or website)
Staffing structure	(hard copy)
<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> <p>Current and previous financial year as a minimum</p>	(hard copy)
Annual return form and report by auditor	(hard copy)

Finalised budget	(hard copy)
Precept	(hard copy)
Borrowing Approval letter	(n/a)
Financial Standing Orders and Regulations	(hard copy)
Grants given and received	(hard copy)
List of current contracts awarded and value of contract	(hard copy)
Members' allowances and expenses	(n/a)
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	(website)
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	(hard copy)
Quality status	(n/a)
Local charters drawn up in accordance with DCLG guidelines	(n/a)
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)
Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	(hard copy or website)
Agendas of meetings (as above)	(hard copy or website)
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	(hard copy or website)

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	(hard copy)
Responses to consultation papers	(hard copy)
Responses to planning applications	(hard copy)
Bye-laws	(hard copy)
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy where available)
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	(hard copy)
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	(hard copy)

Complaints procedures (including those covering requests for information and operating the publication scheme)	
Information security policy	Inspection only
Records management policies (records retention, destruction and archive)	Inspection only
Data protection policies	Inspection only
Schedule of charges )for the publication of information)	Inspection only
<b>Class 6 – Lists and Registers</b>	(hard copy; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	(inspection only)
Assets Register	(inspection only)
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)	(inspection only)
Register of members' interests	(inspection only)
Register of gifts and hospitality	(inspection only)
<b>Class 7 – The services we offer</b>	(hard copy; some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Allotments	(n/a)
Burial grounds and closed churchyards	(n/a)

Community centres and village halls	(n/a)
Parks, playing fields and recreational facilities	(n/a)
Seating, litter bins, clocks, memorials and lighting	(n/a)
Bus shelters	(n/a)
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)	(n/a)
<b>Additional Information</b>	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

**Contact details: Mrs Luke, The Apartment, The Old Bedford Foundry, Lakeside, Tavistock PL19 0AZ  
Telephone 01822 614278 email: [clerk@lydfordparishcouncil.co.uk](mailto:clerk@lydfordparishcouncil.co.uk)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 17p per sheet (black & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		