

Information available from Market Lavington 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 (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy – contact Clerk	See note below
Contact details for Parish Clerk and Council members	Published on Market Place notice board Hard copy – contact Clerk Published on village website www.marketlavington.org.uk	Free See note below Free
Location of main Council office and accessibility details	N/A	
Staffing structure	Hard copy – contact Clerk	See note below
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)		
Annual return form and report by auditor	Most recent financial year published on village website www.marketlavington.org.uk Hard copy – contact Clerk	Free See note below
Finalised budget	Hard copy – contact Clerk	See note below
Precept	Hard copy – contact Clerk	See note below

Borrowing Approval letter	Hard copy – contact Clerk	See note below
Financial Standing Orders and Regulations	Hard copy – contact Clerk Published on village website www.marketlavington.org.uk	See note below Free
Grants given and received	Hard copy – contact Clerk Published annually in May edition of 'Community News' and on village website www.marketlavington.org.uk	See note below Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	See note below
Members' allowances and expenses	Hard copy – contact Clerk (Detailed in minutes of full Parish Council meetings as and when necessary)	See note below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	2006 Parish Plan published booklet – Hard copy – contact Clerk (will be replaced by Neighbourhood Plan in due course)	See note below
Annual Report to Parish or Community Meeting	Chairman's Report - Hard copy – contact Clerk Published annually in June edition of 'Community News' and on village website www.marketlavington.org.uk	See note below Free

Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact Clerk Timetable of full Parish Council meetings published in minutes of Annual Meeting of the Parish Council in May each year	See note below
Agendas of meetings (as above)	Hard copy – contact Clerk Copy of most recent agenda available on village website www.marketlavington.org.uk	See note below Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Copy of most recent minutes available on village website www.marketlavington.org.uk Hard copy – contact Clerk Only minutes from January 2006 are available in electronic format. Minutes prior to this date were hand written in ‘minute books’ and have been archived at Wiltshire Records Office (based at the Wiltshire & Swindon History Centre, Chippenham)	Free See note below

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	See note below
Responses to consultation papers	Hard copy – contact Clerk	See note below
Responses to planning applications	Hard copy – contact Clerk Copy of Parish Council response published on Wiltshire Council's website	See note below Free
Bye-laws	Hard copy – contact Clerk	See note below
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
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 – contact Clerk Procedural standing orders published on village website www.marketlavington.org.uk	See note below Free
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)	Hard copy, where applicable – contact Clerk	See note below

Information security policy	NALC/WALC guidelines followed - Hard copy – contact Clerk	See note below
Records management policies (records retention, destruction and archive)	NALC/WALC guidelines followed - Hard copy – contact Clerk	See note below
Data protection policies	NALC/WALC guidelines followed - Hard copy – contact Clerk	See note below
Schedule of charges for the publication of information	Published on village website www.marketlavington.org.uk	Free
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)	N/A	
Assets Register	Hard copy – contact Clerk Published on village website www.marketlavington.org.uk	See note below Free
Disclosure log	N/A	
Register of members' interests	Detailed in monthly minutes. Copy of latest minutes available on village website www.marketlavington.org.uk Hard copy – contact Clerk	Free See note below
Register of gifts and hospitality	Hard copy – contact Clerk	See note below

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Published on village website www.marketlavington.org.uk Hard copy – contact Clerk	Free See note below
Parks, playing fields and recreational facilities	Published on village website www.marketlavington.org.uk Hard copy – contact Clerk	Free See note below
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk Detailed within ‘asset register’ as published on village website www.marketlavington.org.uk	See note below Free
Bus shelters	Detailed within ‘asset register’ as published on village website www.marketlavington.org.uk Hard copy – contact Clerk	Free See note below
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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details: **Mrs Carol Hackett (Parish Clerk)**
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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
Hard copy cost	Photocopying / printing @ 5p per sheet (black & white)	To cover cost of paper and ink
	Photocopying / printing @ 10p per sheet (colour)	To cover cost of paper and ink
	Postage	Actual cost of Royal Mail standard 2 nd class
	Electronic copies	There will be no charge for copies of documents if they are provided electronically
Statutory Fee	N/A	In accordance with the relevant legislation (quote the actual statute)
Other	N/A	Please note that a request for information can be refused if the estimated cost of compliance exceeds the limit advised by the Information Commissioners Office

