



## Information available from Mortimer West End Parish Council under the model publication scheme

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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>	<p>On website <a href="http://www.mortimerwestendpc.org.uk">www.mortimerwestendpc.org.uk</a> and also on district council website</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>On website</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>On website</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> <p>Current and previous financial year as a minimum</p>	On website. If hard copy is requested there will be a charge	£2
Annual return form and report by auditor	Available on website. If hard copy is required there will be a charge	£2
Finalised budget	Available on website. If hard copy is required there will be a charge	£2
Precept	Information on district council website.	
Financial Standing Orders and Regulations	Available on website. If hard copy required there will be a charge	10p per sheet
Grants given and received	Available on website. If hard copy required there will be a charge	10p per sheet
List of current contracts awarded and value of contract	Available on website. If hard copy required there will be a charge	10p per sheet
Members' allowances and expenses	Available on website. If hard copy required there will be a charge	10p per sheet
<p><b>Class 3 – What our priorities are and how we</b></p>	Available in minutes on website. If hard copy is required there	10p per sheet

<p><b>are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	will be a charge	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available in minutes of APA on website.	10p per sheet
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, email and hardcopy available	10p per sheet
Agendas of meetings (as above)	Website, email and hardcopy available	10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, email and hardcopy available	10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website, email and hardcopy available as part of meeting minutes	10p per sheet
Responses to consultation papers	Website, email and hardcopy available as part of meeting minutes	10p per sheet

Responses to planning applications	Website, email and hardcopy available as part of meeting minutes	10p per sheet
<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 or website)	
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	All available on website or can be emailed to requestor. If hard copies are required there will be a charge per document.	£2 per document
Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Data protection policies	All available on website or can be emailed to requestor. If hard copies are required there will be a charge per document.	£2 per document

<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets register	Available on website or hardcopy.	10p a sheet
Register of members' interests	Available on district council website or hard copy	10p a 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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	By request via email or hard copy	10p a sheet
Parks, playing fields and recreational facilities	By request via email or hard copy	10p a sheet
Seating, litter bins, clocks, memorials and lighting	By request via email or hard copy	10p a sheet
Bus shelters		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	none	

**Contact details:**

Please contact the Parish Clerk

Christine McGarvie  
 71 Pelican Road  
 Pamber Heath  
 Tadley RG26 3EL  
 Tel: 0118 9701576  
 Email : [parishclerk@mortimerwestendpc.org.uk](mailto:parishclerk@mortimerwestendpc.org.uk)

Under the Freedom of Information Act 2000, the Parish Council has 20 working days from receipt of a request (in writing) to provide the information requested or to supply a refusal. Please be aware that the post of Clerk to the Parish Council is part time so correspondence may not be acknowledged straight away.

**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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ £1	Actual cost

	per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	n/a	In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority