

Information available from Melton Constable 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		
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p><u>Clerk</u> Kevin Uglow Tel: 01263 860238 , email: Kevin.uglow@yahoo.co.uk</p> <p><u>Chairman</u> Adrian Loynes Tel: 01263 861262 Email: A.loynes@dsl.pipex.com</p> <p><u>Councillors:</u> Stephen Unsworth (Vice Chairman) Judy Heal Mary Hayes Patricia Stocking Heather Bowes Carole Velthaus</p>	
Location of main Council office and accessibility details	<p>8 Gordon Road, Melton Constable, Norfolk, NR24 2BW</p> <p>Disabled access by prior arrangement</p>	

Staffing structure	The Clerk is also the Responsible Financial Officer. There are no other employees.	
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	(hard copy and/or website)	
Annual return form and report by auditor	Website Hard copy – Contact Clerk	10p / Sheet
Finalised budget	Website Hard copy – Contact Clerk	10p / Sheet
Precept	£7,000.00 (2008/2009) £6,360.00 (2007/2008)	
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website Hard copy – Contact Clerk	10p / Sheet
Grants given and received	Hard copy – Contact Clerk	10p / Sheet
List of current contracts awarded and value of contract	Hard copy – Contact Clerk	10p / Sheet
Members' allowances and expenses	Hard copy – Contact Clerk	10p / Sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not Applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – Contact Clerk	10p / Sheet
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Monthly Parish Council meetings normally 2 nd Tuesday of each month See website	
Agendas of meetings (as above)	Posted on Parish notice Board or Hard copy – Contact Clerk	10p / Sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – Contact Clerk	10p / Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact Clerk	10p / Sheet
Responses to consultation papers	Hard copy – Contact Clerk	10p / Sheet
Responses to planning applications	Hard copy – Contact Clerk	10p / Sheet
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (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	Website Hard copy – Contact Clerk	10p / Sheet
Committee and sub-committee terms of reference	Not Applicable	

Delegated authority in respect of officers Code of Conduct Policy statements	Not Applicable Hard copy – Contact Clerk Within relevant minutes	10p / Sheet
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)	No policy exists No policy exists No policy exists No policy exists No policy exists No policy exists	
Information security policy	No policy exists	
Records management policies (records retention, destruction and archive)	No policy exists	
Data protection policies	No policy exists	
Schedule of charges (for the publication of information)	As within this document	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Hard copy – Contact Clerk	10p / Sheet
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)	Not Applicable	
Register of members' interests	Hard copy – Contact Clerk	10p / Sheet
Register of gifts and hospitality	Hard copy – Contact Clerk	10p / Sheet

Class 7 – The services we offer (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	Hard copy – Contact Clerk	10p / Sheet
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Hard copy – Contact Clerk	10p / Sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – Contact Clerk	10p / Sheet
Bus shelters	Hard copy – Contact Clerk	10p / Sheet
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	

Contact details:

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Email: Kevin.uglow@yahoo.co.uk

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 @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class