

Marshland St James Parish Council

Information available under the Model Publication Scheme

INFORMATION TO BE PUBLISHED	INFORMATION SOURCE	COST
Class1 - Who we are and what we do Current information only		
Who's who on the Council and its Committees	Website Hard copy from Clerk	Free 10p + postage
Contact details for Parish Clerk and Council members	Parish notice board, website Hard copy from Clerk	Free 10p + postage
Location of main Council office and accessibility details	No Office/Not available	N/A
Staffing structure	None/Not available	N/A

Class 2 – What we spend and how we spend it (Financial information – Current and previous financial year)		
Annual return form and report by auditor	website Hard Copy from Clerk	Free 10p per sheet + postage
Finalised budget	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Precept	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Borrowing Approval letter	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Standing Orders and Financial Regulations	website Hard copy from Clerk	Free 10p per sheet + postage
Grants given and received	E-mail Hard copy from Clerk	Free 10p per sheet + postage
List of current contracts awarded and value of contract	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Members' allowances and expenses	E-mail Hard copy from Clerk	Free 10p per sheet + postage

Class 3 – Our priorities and progress (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Parish Plan	Under construction	N/A
Annual Report to Parish Meeting	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Quality Status	No Quality Status/Not available	N/A
Local charters drawn up in accordance with DCLG guidelines	No charters/Not available	N/A

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice board & website Hard copy from Clerk	Free 10p + postage
Agendas of meetings (as above)	Notice board & website E-mail	Free Free
Minutes of meetings (as above)	website Hard copy from Clerk	Free 10p per sheet + postage
Reports presented to council meetings (current meeting only)	Hard copy from Clerk	10p per sheet + postage
Responses to consultation papers (current meeting only)	Hard copy from Clerk	10p per sheet + postage
Responses to planning applications	Borough Council	N/A
Bye-laws	None/Not available	N/A

Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Procedural Standing Orders	website Hard copy from Clerk	Free 10p per sheet + postage
Committee Terms of Reference	None/Not available	N/A
Delegated authority in respect of officers	None/Not available	N/A
Code of Conduct	website Hard copy from Clerk	Free 10p per sheet + postage
Policy Statements	None/Not available	N/A

Class 5 – Our policies and procedures Current information only		
Policies and procedures for the provision of services and 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	None/Not available None/Not available None/Not available None/Not available None/Not available None/Not available	N/A N/A N/A N/A N/A N/A
Complaints procedures	E-mail Hard copy from Clerk	Free 10p per sheet + postage
Information security policy	None/Not available	N/A
Records management policies (records retention, destruction and archive)	None/Not available	N/A
Data protection policies	None/Not available	N/A
Schedule of charges (for the publication of information)	website Hard copy	Free 10p per sheet + postage

Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list	None/Not available	N/A
Assets Register	website Hard copy from Clerk	Free 10p per sheet + postage
Disclosure log	None/Not available	N/A
Register of members' interests	website	Free
Register of gifts and hospitality	King's Lynn Borough Council	Free

Class 7 – The services we offer Current information only		
Allotments	Hard copy	10p per sheet + postage
Burial grounds and closed churchyards	None/Not available	N/A
Community centres and village halls	None/Not available	N/A
Parks, playing fields and recreational facilities	Hard copy	10p per sheet + postage
Seating, litter bins, clocks	Asset Register Hard copy from Clerk	10p per sheet + postage
Bus shelters	None/Not available	N/A
Markets	None/Not available	N/A
Public conveniences	None/Not available	N/A
Agency agreements	None/Not available	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees	E-Mail Hard copy	Free 10p per sheet + postage

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Paper + copying facility
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None	N/A

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