

Information available from Mentmore Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 – Who we are and what we do</p> <p>Mentmore Parish Council – Local Government Authority</p>	
Who's Who on the Council and its Committees	Hard copy and Website
Contact details for Parish Clerk and Council members	Website
Location of main Council office and accessibility details	Hard copy and Website
<p>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)</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	Hard copy (where applicable)
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy (where applicable)
Members' allowances	Not applicable

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan	Hard copy
Annual Report to Parish Meeting	Hard copy and Website
Quality status	Hard copy (if applicable)
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Current and previous council year as a minimum	Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and Website
Agendas of meetings (as above)	Hard copy
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy (minutes)
Bye-laws	Hard copy
Class 5 – Our policies and procedures	
Current information only	Website
Policies and procedures for the conduct of council business:	Website
Procedural standing orders	Website

Committee and sub-committee terms of reference	Hard copy
Delegated authority in respect of officers	Hard copy
Code of Conduct	Hard copy and Website
Policy statements	Hard copy and Website
Policies and procedures for the provision of services and about the employment of staff:	Hard copy
Internal policies relating to the delivery of services	
Equality and Diversity policy	Hard copy
Health and Safety policy	Hard copy
Recruitment policies (including current vacancies)	Hard copy
Policies and procedures for handling requests for information	Hard copy and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy
Schedule of charges (for the publication of information)	Hard copy and Website
Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Register of members' interests	Website
Register of gifts and hospitality	Hard copy/Website if applicable
Class 7 – The services we offer	
Current information only	Hard copy and Website

Village Hall	Website
Village Green and Play Area	Website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Not applicable.

Contact details:

Mentmore Parish Chairman:

Councillor Robert Fletcher

Email: rob.fletcher@mentmore.org Website www.mentmore.org

Mentmore Parish Clerk:

Ms Bridget Knight

Email: clerk@mentmore.org Website www.mentmore.org

Tel: 07960 605393

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Mentmore
- (ii) Multiple copies of any available document will be supplied to any resident within the Parish of Mentmore on payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Mentmore or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.