

Information available from Ledsham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
<p>Who's who on the Council and its Committees</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus cost of postage</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus cost of postage</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>	<p>Free</p>

	Hard copy	10p per sheet plus cost of postage
Staffing structure	Website Hard copy	Free 10p per sheet plus cost of postage
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		
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet plus cost of postage
Finalised budget	Website Hard copy	Free 10p per sheet

		plus cost of postage
Precept	E-mail	Free
	Hard copy	10p per sheet plus cost of postage
Borrowing Approval letter	Website	Free
	Hard copy	10p per sheet plus cost of postage
Financial Standing Orders and Regulations	Website	Free
	Hard copy	10p per sheet plus cost of postage
Grants given and received	Website	Free
	Hard copy	10p per sheet

		plus cost of postage
List of current contracts awarded and value of contract	Website Hard copy	Free 10p per sheet plus cost of postage
Members' allowances and expenses	Website Hard copy	Free 10p per sheet plus cost of postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	

Parish Plan (current and previous year as a minimum)	The Council does not currently have one	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per sheet plus cost of postage
Local Council Award Scheme	The Council is not currently accredited under the scheme	
Local charters drawn up in accordance with DCLG guidelines	Website Hard copy	Free 10p per sheet plus cost of postage
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 and any committee/sub-committee meetings and parish meetings)	Website	Free

	Hard copy	10p per sheet plus cost of postage
Agendas of meetings (as above)	Website Hard copy	Free 10p per sheet plus cost of postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet plus cost of postage
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet plus cost of postage
Responses to consultation papers	Website	Free

	Hard copy	10p per sheet plus cost of postage
Responses to planning applications	Website Hard copy	Free 10p per sheet plus cost of postage
Bye-laws	The Council does not have any adopted bye-laws	
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 Committee and sub-committee terms of reference Delegated authority in respect of officers	Website Hard copy	Free 10p per sheet plus cost

Code of Conduct Policy statements		of postage
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus cost of postage</p>
Information security policy	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus cost of postage</p>
Records management policies (records retention, destruction and archive)	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet plus cost of</p>

		postage
Data protection policies	Website Hard copy	Free 10p per sheet plus cost of postage
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p per sheet plus cost of postage
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 (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website Hard copy	Free 10p per sheet plus cost of postage

Assets register	Website Hard copy	Free 10p per sheet plus cost of postage
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)	Website Hard copy	Free 10p per sheet plus cost of postage
Register of members' interests	Website Hard copy	Free 10p per sheet plus cost of postage
Register of gifts and hospitality	Website Hard copy	Free 10p per sheet plus cost of postage

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Website Hard copy	Free 10p per sheet plus cost of postage
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<p>Additional Information This will provide Councils with the opportunity to publish information</p>		

that is not itemised in the lists above		

Contact details: Mr Chris Pilkington, Clerk & Responsible Financial Officer, Ledsham Parish Council, 41 The Oval, Notton, Wakefield, West Yorkshire, WF4 2NX. Tel: 01226 700260, E-mail: clerk@ledshamparishcouncil.gov.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 @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd

		class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Adopted – 27th May 2020