

Information available from Markyate Parish Council under the Publication Scheme

website: www.markyateparishcouncil.gov.uk

email: clerk@markyateparishcouncil.gov.uk

Information to be published	How the information Can be obtained	Cost
Class 1 – Who we are and what we do		
Who's who on the Council and its Committees	Website Hard copy – Contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Hard copy – Contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy – Contact Clerk	Free 10p/sheet
Staffing structure	Website Hard copy – Contact Clerk	Free 10p/sheet
Class 2 – What we spend and how we spent it		
Annual return form and report by auditor	Website/Hard copy – Contact Clerk	10p/sheet
Finalised budget	Hard copy – Contact Clerk	10p/sheet
Precept	Hard copy – Contact Clerk	10p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy – Contact Clerk	Free 10p/sheet
Grants given and received (reported in minutes)	Website Hard copy – Contact Clerk	Free 10p/sheet
List of current contracts awarded and value of contract (reported in minutes)	Hard copy – Contact Clerk	10p/sheet
Members, allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing		
Parish Plan	Parish Office/website	£5.00
Annual Report to Parish	Website Hard copy – Contact Clerk	Free 10p/sheet
Quality status	In process of	
Local charters drawn up in accordance with DCLG guidelines	Hard copy – Contact Clerk	10p/sheet
Class 4 – How we make decisions		
Timetable of meetings	Website Hard copy – Contact Clerk	Free 10p/sheet
Agendas of meetings	Website Hard copy – Contact Clerk	Free 10p/sheet
Minutes of meetings	Website Hard copy – Contact Clerk	Free 10p/sheet
Reports presented to Council meetings and included in minutes	Hard copy – Contact Clerk	10p/sheet
Responses to consultation papers	Reported in minutes available on website Hard copy – Contact Clerk	10p/sheet
Responses to planning applications	Reported in minutes available on Website	Free

	Hard copy – Contact Clerk	10p/sheet
Bye-laws	N/A	
Class 5 – Our Policies and Procedures		
Policies and procedures for the conduct of Council business:		
Procedural Standing Orders	Website Hard copy – Contact Clerk	Free 10p/sheet
Committee and sub committee terms of reference	Hard copy – Contact Clerk	10p/sheet
Delegated authority in respect of officers	See Standing Orders Website Hard copy	Free 10p/sheet
Code of Conduct	Hard copy – Contact Clerk	10p/sheet
Policy Statements	Hard Copy – Contact Clerk	10p/sheet
CCTV Policy	Website Hard Copy – Contact Clerk	Free 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	Website Hard Copy – Contact Clerk	Free 10p/sheet
Health and Safety Policy	Website Hard Copy – Contact Clerk	Free 10/sheet
Recruitment Policies (including current vacancies)	Website Hard Copy – Contact Clerk	Free 10p/sheet
Policies and Procedures for handling requests for information	Website Hard Copy – Contact Clerk	Free 10p/sheet
Complaints Procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy – Contact Clerk	Free 10p/sheet
Information Security policy	Website Hard Copy – Contact Clerk	Free 10p/sheet
Records Management Policies (records retention, destruction and archive)	Website Hard copy – Contact Clerk	Free 10p/sheet
Data Protection policies	Website Hard copy – Contact Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Hard Copy	10p/sheet
Race Equality Policy Statement	Website Hard copy – Contact Clerk	10p/sheet
Equal Opportunities Policy	Website Hard coy – Contact Clerk	Free 10p/sheet
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised: in most circumstances existing access provisions will suffice)	Register of Electors: Inspection only Contact Clerk or DBC	
Assets Register	Website Hard copy – Contact Clerk	Free 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)	Hard copy – Contact Clerk	10p/sheet
Register of members' interests	Website Hard copy – Contact Clerk	10p/sheet
Register of gifts and hospitality	N/A	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	N/A	
Burial grounds – [Closed churchyard – N/A]	Hard copy – Contact Clerk	10p/sheet
Community centres and Village Halls	Website Hard copy – contact Halls Administrator	Free 10p/sheet
[Parks – N/A], playing fields and recreational facilities	Hard copy – Contact Clerk	10p/sheet
Seating, litter bins, clocks, War Memorial and [Christmas lighting – N/A]	Hard copy – Contact Clerk	10p/sheet
Bus Shelter	N/A	
Markets	N/A	
Public Conveniences	N/A	
Agency Agreements	N/A	
A summary of services for which the Council is entitled to recover a fee, together with those fees (i.e. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details:

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Website: www.markyateparishcouncil.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 and white)	Actual cost 5p
	Photocopying @ .p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		N/A

* the actual cost incurred by this public authority