

## Information available from Modbury Parish Council under the model publication scheme

(Adopted 12/05/2014 Min 14.53)

(Updated 14/03/16 – Min 16.37)

Reviewed and adopted by Modbury Parish Council 4th May 2021

Due for review May 2022

Information to be published	How the information can be obtained	Cost
<b>Class1</b> <b>Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Hard copy from Clerk Website	10p/sheet Free
Contact details for Parish Clerk and Council members	Hard copy from Clerk Website	10p/sheet Free
Location of main Council office and accessibility details	Website	Free
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year		
Annual return form and report by auditor	Hard copy from Clerk Website	10p/sheet Free
Finalised budget	Hard copy from Clerk Website	10p/sheet Free
Precept	Hard copy from Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy from Clerk Website	10p/sheet Free

Grants given and received	Hard copy from Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	10p/sheet
Members' allowances and expenses	Hard copy from Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Website	Free
Annual Report to Parish (current and previous year)	Hard copy from Clerk Website	10p/sheet Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy from Clerk Website	10p/sheet Free
Agendas of meetings (as above)	Hard copy from Clerk Website Current on Parish notice board	10p/sheet Free Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk Website Current on Parish notice board	10p/sheet Free Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p/sheet
Responses to consultation papers	Hard copy from Clerk	10p/sheet
Responses to planning applications	Hard copy from Clerk Website Current on Parish notice board	10p/sheet Free Free

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Code of Conduct</li> <li>• Complaints Policy</li> <li>• Protocol for Public Participation.</li> </ul>	Hard copy from Clerk Website	10p/sheet Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard copy from Clerk Website	10p/sheet Free
Data protection policy	Hard copy from Clerk Website	10p/sheet Free
Schedule of charges for the publication of information	Hard copy from Clerk Website	10p/sheet Free
<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)		
Assets Register	Hard copy from Clerk Website	10p/sheet Free
Register of members' interests	Website	Free

**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

Allotments	Inspection only	Free
Parks, playing fields and recreational facilities	Inspection only	Free
Seating	Inspection only	Free

**Contact details:**

Sally Smale, Parish Clerk. 2 Galpin Street, Modbury PL21 0QA

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the Parish Council
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class