

Information available from Micklefield Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website Micklefielder Newsletter – Hard Copy Working Groups and Committees – Hard Copy contact Clerk	Free Free 10p/A4 side
Contact details for Clerk and Council members	Website Micklefielder Newsletter – Hard Copy (Clerk only) All Parish Council notices in the notice boards	Free Free Free
Location of main Council office and accessibility details	Website Micklefielder Newsletter – Hard Copy Parish Council notices on notice board	Free Free Free
Staffing structure	N/A	
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 Displayed on Parish noticeboards Hard copy – contact Clerk Available for inspection – contact Clerk	Free Free 50/A4 side Free
Annual Budget	Website Published in Micklefielder Newsletter Hard copy – contact Clerk	Free Free 10p/A4 side
Monthly Budget Updates and Bank Reconciliations	Website Available to view at relevant meeting (meeting at which they are to be received) Hard copy – Contact Clerk	Free Free 10p/A4 side
Precept	Website Published in Micklefielder Newsletter Hard copy – contact Clerk	Free Free 10p/A4 side
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk Available for inspection – contact Clerk	Free 10p/A4 side Free
List of grants given and received	N/A	10p/A4 side
List of current contracts awarded and value of contract	N/A	10p/A4 side
Members' allowances and expenses	Displayed on Parish notice boards Hard copy – contact Clerk	Free 10p/A4 side
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum) Draft Community Strategy 2007	N/A	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Leeds City Council website Hard copy – Contact Clerk	Free 10p/A4 side
Forward Plan	Website Hard copy – Contact Clerk	Free 10p/A4 side
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p/A4 side
Agendas of meetings (as above)	Displayed on Parish notice boards Website Hard copy – contact Clerk	Free Free 10p/A4 side
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Available to view at relevant meeting (meeting at which they are to be approved) Hard copy – contact Clerk	Free Free 10p/ A4 side
Written reports presented to council and Committee meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/A4 side
Responses to consultation papers	Website Hard copy – contact Clerk	Free 10p/A4 side
Responses to planning applications	Website Delegated responses available to view at relevant meeting Hard copy – Contact Clerk	Free Free 10p/A4 side

Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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 Code of Conduct Policy statements	Hard copies- contact Clerk	10p/A4 side
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services – N/A Equal Opportunities policy – N/A Environmental policy – N/A Health and safety policy – N/A Recruitment policies (including current vacancies and recruitment of ex-offenders) Policies and procedures for handling requests for information N/A Discipline and Grievance Policy Complaints procedures (including those covering requests for information and operating the publication scheme) Risk Management Policy	Hard copies - Contact the Clerk	10p/A4 side

Secure Storage of Disclosures (CRB) Policy		
Data protection and information security policy	Hard copy – Contact the Clerk	
Records management policies (records retention, destruction and archive)	N/A	
Child and Vulnerable Adult Protection Policies	Website Hard copy – contact Clerk	Free 10p/A4 side
Schedule of charges (for the publication of information)	N/A	
Employers’ Discretions Statement (LGPS)	Hard copy – contact Clerk	10p/A4 side
Class 6 – Lists and Registers	All documents available for inspection on application to the Clerk	Free
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)		
Asset Register	Hard copy - contact Clerk	10p/A4 side
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)	N/A	
Register of members’ interests	Website Available for inspection on application to the Clerk Hard copy - contact Clerk	Free Free 10p/A4 side
Register of gifts and hospitality	Website Available for inspection on application to the Clerk Hard copy - contact Clerk	Free Free 10p/side
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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Quarterly Micklefielder Newsletter	Free Free
Seating, litter bins, memorials and lighting	Website Quarterly Micklefielder Newsletter	Free Free
Bus shelters	Website Quarterly Micklefielder Newsletter	Free Free
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 (e.g. burial fees)	N/A	
Additional Information		

Contact details:

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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	Copying @ 10p per sheet (black & white)	Cost of Ink -4p Cost of Paper-2p Use of Equipment-4p
	Copying @ 10p per sheet (colour)	Cost of Ink -2p Cost of Paper-2p Use of Equipment-4p
	Postage	Actual cost of Royal Mail standard 1 st and 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation

Approved by the Finance and Corporate Management Committee at its meeting held on Monday 20th October 2014