

Moreton, Bobbingworth and the Lavers Parish Council Publication scheme

Information to be published	How the information can be obtained	Cost
Who we are and what we do		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Annual Report to Parish meeting (current and previous year)	Hard Copy	10p per A4 page
What we spend and how we spend it		
Financial information relating to projected and actual income and expenditure.	Hard copy	10p per A4 page
Annual return form and report by auditor	Hard copy	10p per A4 page
Budget / Precept information	Hard copy	10p per A4 page
Financial Standing Orders and Regulations	Hard copy	10p per A4 page
Grants given and received	Hard copy	10p per A4 page
Members' allowances and expenses (currently there is no Members Remuneration Allowance)	Hard copy	10p per A4 page
Financial paperwork	Hard copy	10p per A4 page
VAT Records	Hard copy	10p per A4 page
How we make decisions		
Timetable of meetings (Council and Parish meetings)	Website	Free
Minutes of meetings	Hard copy	10p per A4 page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per A4 page
Responses to consultation papers	Hard copy	10p per A4 page
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities), including Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Hard copy	10p per A4 page

Policy statements Complaints procedures (including those covering requests for information and operating the publication scheme) Data protection policies <i>Current information only</i>		
Schedule of charges (for the publication of information)	Website	Free
Lists and Registers Currently maintained lists and registers only		
Register of members' interests	Hard copy / Website	10p per A4 page/Free
Services we offer		
A summary of the services we offer, and for which the council is entitled to recover a fee, together with any fees.	Hard copy	10p per A4 page
Additional Information		
Certificates of Insurance	Hard copy / Website	10p per A4 page/Free

*Existing electronic copies of information will be provided free of charge on request to the clerk if they are not readily available on the Parish Council's website, however a charge for the Clerks time may be made.

Contact details: Clerk to the Council
mblparishcouncil@gmail.com
Tel: 077 377 36365

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION
Disbursement cost	Photocopying @ 10p per sheet (black & white)
	Postage – cost of Royal Mail, First class, guaranteed or recorded delivery, plus cost of envelope.
Clerks Time	£21.00/hour (based upon cost per hour and any associated salary related costs)