

## Information available from Carlton cum Willingham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>	(hard copy and/or website)	
Who's who on the Council and its Committees	Clerk/Noticeboard/website	
Contact details for Parish Clerk and Council members	Clerk/Noticeboard/website	
<b>Class 2 – What we spend and how we spend it</b>	(hard copy and/or website)	
Annual return form and report by auditor	Clerk	See pg4
Finalised budget	Clerk	See pg4
Precept	Clerk/noticeboard	See pg4
Financial Standing Orders and Regulations	Clerk	See pg4
Grants given and received	Clerk	See pg4
List of current contracts awarded and value of contract	Clerk	See pg4
Members' allowances and expenses	Clerk	See pg4

<b>Class 3 – What our priorities are and how we are doing</b>	(hard copy or website)	
Annual Report to Parish Meeting	Clerk	See pg4
<b>Class 4 – How we make decisions</b>	(hard copy or website)	
Timetable of Council meetings	Noticeboard/Clerk	
Agendas of Council meetings (as above)	Noticeboard/Clerk	See pg4
Minutes of Council meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Clerk/noticeboard	See pg4
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Clerk	See pg4
Responses to consultation papers	Clerk	See pg4
Responses to planning applications	Clerk	See pg4
Bye-laws	Clerk	See pg4
<b>Class 5 – Our policies and procedures</b>	(hard copy or website)	
Policies and procedures for the conduct of council business:	Clerk	See pg4

Code of Conduct	Clerk	
Policies and procedures for the provision of services and about the employment of staff:		See pg4
Recruitment policies (including current vacancies)	Clerk	
Schedule of charges )for the publication of information)	Clerk	See pg4
<b>Class 6 – Lists and Registers</b>		
Assets Register	Clerk	See pg4
Disclosure log (indicating the information that has been provided in response to requests;	Clerk	See pg4
Register of members' interests	Clerk	See pg4
<b>Class 7 – The services we offer</b>		
War Memorial	Clerk	
Bus shelters	Clerk	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not		

itemised in the lists above		
Welcome to Carlton leaflet	Clerk/website	See pg4
Village website		

**Contact details: All of the above Parish Council information is available from the Clerk – Mrs E Osborn Southbarn, Carlton Green Road, Carlton. Tel: 01223 291375**

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<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 *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority