

## Information available from Locking 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>  This will be current information only		
Who's who on the Council and its Committees together with contact details	Hard copy on request Website	10p/sheet + postage Free
Contact details for Parish Clerk	Ms C McGrath Clerk to the Council Locking Village Hall Grenville Avenue Locking, BS24 8AR Tel: 01934 840876 <a href="mailto:lpcclerk@talktalkbusiness.net">lpcclerk@talktalkbusiness.net</a>	
Staffing structure	Clerk, Parish Orderly, Hall Bookings and Dog Bin Co-Ordinators	
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy on request	10p/sheet + postage
Finalised budget	Hard copy on request Website	10p/sheet + postage Free
Precept (info appears in the budget and the Council Minutes, usually the January Council Minutes)	Hard copy on request Website – as noted opposite	10p/sheet + postage Free

Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard copy on request Website	10p/sheet + postage Free
Grants given and received	Hard copy on request Website	10p/sheet + postage Free
List of current contracts awarded and value of contract	On request to the Clerk	
Members' allowances and expenses	On request to the Clerk	
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	Hard copy on request Website	10p/sheet + postage Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy on request Website	10p/sheet + postage Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	None in place yet	
<b>Class 4 – How we make decisions</b>		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Hard copy on request Website E-mail on request On noticeboards at: The Village Hall, Elm Tree Road, The Orchard, Oak Tree Park, Flowerdown Park & Locking Grove	10p/sheet + postage Free Free Free

Minutes of Council and Parish meetings NB - these will exclude information that is properly regarded as private to the meeting.	Hard copy on request Website E-mail on request On noticeboard at Locking Village Hall	10p/sheet + postage Free Free Free
Reports presented to Council meetings NB – this will exclude information that is properly regarded as private to the meeting.	Hard copy on request following approval of Minutes E-mail as above	10p/sheet + postage Free
Responses to consultation papers	Hard copy on request following approval of response by Council E-mail as above	10p/sheet + postage Free
Responses to planning applications	Hard copy on request Website via Minutes E-mail on request	10p/sheet + postage Free Free
Dog Control Orders (aka By-Laws)	Hard copy on request E-mail on request	10p/sheet + postage Free
<b>Class 5 – Our policies and procedures</b>  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 copy on request Website E-mail on request	10p/sheet + postage Free Free
Information security policy	Back up of pc details, important documents in fireproof cabinet	

Records management policy	Historical paper copies of Minutes archived with Somerset Records. Finance details kept for 6 years. Only important documents kept for longer than 3 months.	
Data protection policy	No data not in public domain.	
Schedule of charges for the publication of information	Hard copy on request Website E-mail on request	10p/sheet + postage Free Free
<b>Class 6 – Lists and Registers</b>		
Current maintained lists and registers only		
Assets Register	By inspection on appointment with the Clerk	
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)	None	
Register of members' interests	Hard copy on request Website	10p/sheet + postage Free
Register of gifts and hospitality	By inspection on appointment with the Clerk	
<b>Class 7 – The services we offer</b>		
Current information only		
Allotments	Operated by Locking PC	

Burial grounds and closed churchyards	Parochial Church Council	
Village Hall	Operated by Locking PC	
Playing Field	Operated by FC Locking	
Park and recreational facilities	Operated by Locking PC	
Seating, litter bins and lighting	Operated by Locking PC and NS District Council	
Bus shelters	Owned by Locking PC	
Flower Tubs	Owed by Locking PC. Some sponsored & maintained by volunteers.	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Quarterly Newsletter (Looking @ Locking)	Hard copy on request Website E-mail on request Delivered to every household and business premises within Locking	10p/sheet + postage Free Free Free

Requests for information are accepted by telephone, letter or e-mail. The information will be supplied either as a hard copy or electronically, according to the applicant's wishes and the availability of the document required.

## 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class, recorded if requested.
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

The Council reserves the right to waive charges of less than £10. There will be no charge for electronically transmitted information, unless the Clerk's time has been significantly used to collate any required information. Cost to be agreed.

Any request for information held by the Council, to be treated as a request made under the Freedom of Information Act 2000 should be put in writing to:

The Clerk  
Locking Parish Council  
The Village Hall  
Grenville Avenue  
Locking  
BS24 8AR