

Information available from Lydiard Millicent Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p>	<p>Website – www.lydiard-millicent.org.uk</p> <p>Hard copy – contact clerk</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Website Hard copy – contact clerk</p>	<p>Free 20p/sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Clerk: Mrs. R Leckie 5 Lulworth Rd, Moredon, Swindon, SN25 3HF 01793 770031 Rosemary.leckie@virgin.net</p> <p>Chairman: Cllr TH Pepperall 66 Chestnut Springs Lydiard Millicent, Wilts SN5 3NB 01793 770734</p>	

	<p>tompep@lydmill.plus.com</p> <p>Vice Chairman: Cllr. JB Bennett 6 Forge Fields Lydiard Millicent, Wilts SN5 3WS 01793 770031 j_bennett@tiscali.co.uk</p> <p>Cllr. B Baker 18 Stone Lane Lydiard Millicent, Wilts SN5 3LD 01793 770085</p> <p>Cllr. S Burley 30 Stone Lane Lydiard Millicent, Wilts 01793 771600 simon@heathercaravans.co.uk</p> <p>Cllr. M Groom (also District and County Councillor) 32 Chestnut Springs Lydiard Millicent, Wilts SN5 3NA 01793 770544 mollie.millicent@talktalk.net</p>	
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	<p>Cllr. A Harris Rose Hall Washpool Lydiard Millicent, Wilts SN5 3PN 01793 772302</p> <p>Cllr. A Pflieger 28 Park Lane Lydiard Millicent, Wilts SN5 3LY 01793 772192 alan.pflieger@btinternet.com</p> <p>Cllr. K Thomas 3 The Orchard Lydiard Millicent, Wilts SN5 3NR 01793 772591 kenleyallan@yahoo.co.uk</p> <p>Cllr. S Welch Long Acres 34 Stone Lane Lydiard Millicent, Wilts SN5 3LD 01793 771921 simon.welch56@btinternet.com</p>	
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	One vacant seat to be filled by co-option.	
Location of main Council office and accessibility details	<p>Mail and visitors by arrangement to: Mrs. R Leckie 5 Lulworth Rd, Moredon, Swindon, SN25 3HF</p> <p>Personal visitors: The Jubilee Club House Chestnut Springs Lydiard Millicent 10:00 to 12:00 Tues and Thurs except during school holidays, otherwise contact clerk.</p>	
Staffing structure	Parish Clerk – directly employed. Groundsman – contractor.	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy – contact clerk	20p/sheet
Annual return form and report by auditor	Hard copy – contact clerk	20p/sheet
Precept	Hard copy – contact clerk	20p/sheet

Financial Standing Orders and Regulations	Hard copy – contact clerk	20p/sheet
Grants given and received	Hard copy – contact clerk	20p/sheet
List of current contracts awarded and value of contract	Hard copy – contact clerk	20p/sheet
Members' allowances and expenses	Hard copy – contact clerk	20p/sheet
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)	2005 only - Hard copy – contact clerk	20p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact clerk	20p/sheet
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 20p/sheet Annual hard copy and Agendas £10

Agendas of meetings (as above)	Hard copy – contact clerk	20p/sheet Annual see above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	Free 20p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	20p/sheet
Responses to consultation papers	Hard copy – contact clerk	20p/sheet
Responses to planning applications	Hard copy – contact clerk	20p/sheet
Bye-laws	See NWDC or Wilts Council	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Standing Orders Hard copy – contact clerk	20p/sheet
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers (Clerks TORs) Code of Conduct (As per Standards Board for England – May 2007)	Hard copy – contact clerk Hard copy – contact clerk Standards Board	20p/sheet 20p/sheet Free

Policies and procedures for the provision of services and about the employment of staff: (Clerks TORs and contract, Groundsmans contract and Recreation Field/JCH Agreement)	Hard copy – contact clerk	20p/sheet
Health and safety policy (Risk assessments –JCH, Play Areas, Cemetery)	Hard copy – contact clerk	20p/sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact clerk	20p/sheet
Schedule of charges)for the publication of information)	Hard copy – contact clerk	20p/sheet
Class 6 – Lists and Registers		
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)	Inspection – contact clerk	Free
Assets Register	Hard copy – contact clerk	20p/sheet
Register of members' interests	Inspection – contact clerk	Free
Register of gifts and hospitality	Inspection – contact clerk	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		
Burial grounds and closed churchyards	Hard copy – contact clerk	20p/sheet
Community centres and village halls (JCH)	Hard copy – contact clerk	20p/sheet
Parks, playing fields and recreational facilities	Hard copy – contact clerk	20p/sheet
Bus shelters	Hard copy – contact clerk	20p/sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact clerk	20p/sheet

Contact details: Contact clerk

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	Photocopying @ 20p per sheet (black & white)	Actual cost * includes clerks time and expenses
	Photocopying @ 50p per sheet (colour)	Actual cost including Clerks time and expenses.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority