

Information available from Horton Parish Council under the model publication scheme –
 Reviewed and adopted on 18th April 2020

Information to be published	How the information can be obtained	How the information can be obtained and Cost
Class1 - Who we are and what we do		
(Organisational information, structures, locations and contacts) This will be current information only		
<ul style="list-style-type: none"> Who's who on the Council and its Committees Contact details for Parish Clerk and Council members with telephone numbers and email address (if used) 		Website
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		<ul style="list-style-type: none"> Hardcopy – 10p per A4 sheet Website - Free
Finalised budget		
Financial Standing Orders and Regulations		
Precept		Hardcopy – 10p per A4 sheet
Grants given		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		<ul style="list-style-type: none"> Hardcopy – 10p per A4 sheet Website - Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		<ul style="list-style-type: none"> Hardcopy – 10p per A4 sheet Website - Free

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<ul style="list-style-type: none"> • Hardcopy – 10p per A4 sheet • Website – Free • Noticeboard - Free
Agendas of meetings (as above)	
Minutes of meetings (as above).	
Reports presented to council meetings	Hardcopy – 10p per A4 sheet
Responses to consultation papers	
Responses to planning applications	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	<ul style="list-style-type: none"> • Hardcopy – 10p per A4 sheet • Website - Free
Class 6 – Lists and Registers	
Currently maintained lists and registers only	<ul style="list-style-type: none"> • Hardcopy – 10p per A4 sheet • Website - Free
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
Assets Register	
Register of members' interests	
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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details: The Parish Clerk 113 North Street, Martock, Somerset TA12 6ER

Cash Payments not accepted.

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 @ 10p per sheet (black & white)	Actual cost of paper/machine/time
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (Freedom of Information Act 2000)

Adopted by Horton Parish Council on:

Date:

Signed:

Minute No: