**Information available from Langsett Parish Council under the model publication scheme**

|  |  |  |
| --- | --- | --- |
| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do** |  |  |
| Who’s who on the Council and its Committees | WebsiteHard Copy – contact Clerk | Free5p/sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | WebsiteHard Copy – contact Clerk | Free5p/sheet |
|  |  |  |
| **Class 2 – What we spend and how we spend it** |  |  |
| Annual return form and report by auditor | Hard Copy – contact Clerk | 5p/sheet |
| Finalised budget | Hard Copy – contact Clerk | 5p/sheet |
| Precept | Hard Copy – contact Clerk | 5p/sheet |
| Financial Standing Orders and Regulations | Hard Copy – contact Clerk | 5p/sheet |
| Grants given and received | Hard Copy – contact Clerk | 5p/sheet |
|  |  |  |
| **Class 3 – What our priorities are and how we are doing** |  |  |
| Annual Report to Parish Meeting  | Hard Copy – contact Clerk | 5p/sheet |
| Local charters drawn up in accordance with DCLG guidelines | BMBC Website | Free |
|  |  |  |
| **Class 4 – How we make decisions** |  |  |
| Timetable of meetings  | WebsiteHard Copy – contact Clerk | Free5p/sheet |
| Agendas of meetings  | WebsiteHard Copy – contact Clerk | Free5p/sheet |
| Minutes of meetings | WebsiteHard Copy – contact Clerk | Free5p/sheet |
| Reports presented to council meetings  | Hard Copy – contact Clerk | 5p/sheet |
| Responses to consultation papers | Hard Copy – contact Clerk | 5p/sheet |
| Responses to planning applications | Hard Copy – contact Clerk | 5p/sheet |
| Bye-laws | Hard Copy – contact Clerk | 5p/sheet |
|  |  |  |
| **Class 5 – Our policies and procedures** |  |  |
| Policies and procedures for the conduct of council business: Procedural standing ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersPolicy statements | Hard Copy – contact Clerk | 5p/sheet |
| Policies and procedures for the provision of services and about the employment of staff: | Hard Copy – contact Clerk | 5p/sheet |
| Schedule of charges (for the publication of information) | WebsiteHard Copy – contact Clerk | Free5p/sheet |
|  |  |  |
| **Class 6 – Lists and Registers** |  |  |
| Register of members’ interests | WebsiteHard Copy – contact Clerk | Free5p/sheet |
|  |  |  |
| **Class 7 – The services we offer** |  |  |
| Parks, playing fields and recreational facilities | WebsiteHard Copy – contact Clerk | Free5p/sheet |

**Contact details:**

Clerk to Langsett Parish Council

Mrs S Tolson

43 Nether Royd View

# Silkstone Common

S75 4QQ

SCHEDULE OF CHARGES

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 5p per sheet (black & white) A4 only | Actual cost \*  |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Administration Fee** | Admin @ 50p per document | Actual cost \* |
|  |  |  |

\* the actual cost incurred by the public authority