

INFORMATION AVAILABLE FROM RINGSTEAD PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1 – WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council	Website Contact Clerk	FREE
Contact details for Clerk and Council Members (<i>named contacts where possible with telephone number and email address if used</i>)	Website Contact Clerk	FREE
Location of Council Office	Website Contact Clerk	FREE
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 & Previous Years' Income & Expenditure Spreadsheet	Hard Copy Contact Clerk	10p per sheet
Most Recent Completed Annual Return	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Copy Internal Auditor's Report	Hard Copy Contact Clerk	10p per sheet
Budgets & Budget Monitoring	Website Hard Copy - Contact Clerk	FREE
Precept <i>shown in council minutes December Meeting</i>	Website Contact Clerk	FREE
Financial Regulations	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Borrowing Approval Letter	Hard Copy Contact Clerk	10p per sheet
Grants given and received <i>shown in council minutes</i>	Website Contact Clerk	FREE
List of current contracts awarded and value of contract	Clerk	

CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

(Strategies and plans, performance indicators, audits, inspections and reviews)

Annual Parish Meeting Agenda/Minutes	Hard Copy Contact Clerk	10p per sheet
Inspections	Hard Copy Contact Clerk	10p per sheet
Risk Management Scheme	Hard Copy Contact Clerk	10p per sheet

CLASS 4 – HOW WE MAKE DECISIONS

(Decision making processes and records of decisions)

Timetable of Meetings	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Agendas of Meetings	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Minutes of Meetings	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Reports Presented to Council Meetings <i>these will form part of the Minutes</i>	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Responses to Consultation Papers	Hard Copy Contact Clerk	10p per sheet
Responses to Planning Applications	Hard Copy Contact Clerk Will be shown on ENC Website	10p per sheet FREE

CLASS 5 – OUR POLICIES AND PROCEDURES

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Standing Orders	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Delegated Authority in respect of Officers <i>shown in Minutes</i>	See Minutes Above	
Code of Conduct	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Equal Opportunities Policy	Website Hard Copy - Contact Clerk	FREE 10p per sheet

Complaints Procedure	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Risk Management Scheme	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Lone Working Policy	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Training & Development Policy	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Records Management Policy	Website Hard Copy - Contact Clerk	FREE 10p per sheet
Class 6 – LISTS AND REGISTERS		
Currently maintained lists and registers only		
Any publicly available register – electoral roll	Contact Clerk – available to view only	
Assets Register	Hard Copy Contact Clerk	10p per sheet
Register of Members' Interests	Published on ENC Website	FREE
CLASS 7 – THE SERVICES WE OFFER		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Burial Grounds	Contact Clerk – available to view only	
Parks, playing fields and recreational facilities	Contact Clerk	
Seating, litter bins, memorials and lighting	Contact Clerk	

CONTACT DETAILS:

Website: www.ringsteadpc.org.uk

Clerk: Email: clerk@ringsteadpc.org.uk Tel: 01933 622176

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p per sheet (black and white)	Actual Cost
	Photocopying @ 10p per sheet (colour)	Actual Cost
	Postage	Actual Cost of Royal Mail Standard 2 nd Class