

## INFORMATION AVAILABLE FROM LANGAR CUM BARNSTONE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<b>Who we are and what we do</b>		
Who's who on the Council	Hard copy available from Clerk/noticeboard/web site/newsletter	5p per sheet
Contact details for Parish Clerk and Council members	Hard copy available from clerk/notice board/web site/newsletter	5p per sheet
Council address	Hard copy available from Clerk/Notice board/web site/newsletter	5p per sheet
Staffing structure	Website, newsletters	
<b>What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy available from Clerk/Website	5p per sheet
Finalised budget	Hard copy available from Clerk/Website	5p per sheet
Precept	Hard copy available from Clerk/Website	5p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy available from Clerk/Website	5p per sheet
Grants given and received	Hard copy available from Clerk	5p per sheet
List of current contracts awarded and value of contract	Hard copy available from Clerk	5p per sheet
Members' allowances and expenses	n/a	
<b>What our priorities are and how we are doing</b>		
Parish Plan	Web site	
Annual Report to Parish or Community Meeting	Web site /Hard copy available from Clerk	5p per sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

<b>How we make decisions</b>		
Timetable of meetings	Hard copy available from Clerk/Notice board/Web site	5p per sheet
Agendas of meetings	Hard copy available from Clerk/Noticeboard/web site	5p per sheet
Minutes of meetings	Hard copy available from Clerk/Noticeboard/web site	5p per sheet
Reports presented to council meetings -	Hard copy available from Clerk/Website	5p per sheet
Responses to consultation papers	Hard copy available from Clerk	5p per sheet
Responses to planning applications	Hard copy available from clerk/ RBC Planning website	5p per sheet
<b>Our policies and procedures</b>		
<b><u>Policies and procedures for the conduct of council business:</u></b>		
Procedural standing orders	Hard copy available from Clerk/Website	5p per sheet
Committee and sub-committee terms of reference	Hard copy available from Clerk	5p per sheet
Delegated authority in respect of officers	n/a	5p per sheet
Financial Regulations	Hard copy available from Clerk/Website	
Code of Conduct	N/A	5p per sheet
Policy statements	Website	
<b><u>Policies and procedures for the provision of services and about the employment of staff:</u></b>		
Internal policies relating to the delivery of services	Hard copy available from Clerk	
Equality and diversity policy	N/A	5p per sheet
Health and safety policy	Hard copy available from Clerk/website	
Recruitment policies	N/A	
Policies and procedures for handling requests for information	N/A	
Complaints procedures	Hard copy available from Clerk/Website	
Information security policy	N/A	
Records management policies	N/A	

Data protection policies Schedule of charges	N/A (see below)	
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<b>Lists and Registers</b>		
Any publicly available register or list	N/A	
Assets Register	Hard copy available from Clerk/Website	5p per sheet
Disclosure log	n/a	
Register of members' interests	Available from Monitoring Officer/ RBC website	5p per sheet
Register of gifts and hospitality	n/a	
<b>The services we offer</b>		
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Contact Clerk for details	
Seating, litter bins, clocks, memorials and lighting	Contact Clerk for details	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee	n/a	

**Contact details:**

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**SCHEDULE OF CHARGES:**

Photocopying: 5p per sheet – approx cost

Postage: Actual cost

Other	Actual cost
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