

Information available from Lane End 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 (Organisational information, structures, locations and contacts) This will be current information only	Website	Free
Who's who on the Council	Website Email Hard copy on request	Free Free 10p per single A4 sheet
Contact details for Parish Clerk and Council members	Notice Boards Email Website Clarion Magazine	Free Free Free Free
Location of main Council office and accessibility details	Notice Board Email Website	Free Free Free
Class 2 – What we spend and how we spend it (Financial information about income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website	Free
Annual return form and report by auditor	Website Email Hard copy on request	Free Free 10p per sheet A4
Finalised budget	Website Email Hard copy on request	Free Free 10p per single A4 sheet
Precept	Website Email Hard copy on request	Free Free 10p per single A4 sheet
Financial Standing Orders Regulations	Website	Free

	Email Hard copy on request	Free 10p per A4 single sheet
Grants given and received	Website in annual accounts Hard copy on request	Free 10p per A4 single sheet
Members allowances and expenses	Email Hard copy	Free 10p per A4 single sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy	10p per A4 single sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Email Hard copy	Free Free 10p per A4 single sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice Boards Website Hard copy Email	Free Free 10p per A4 single sheet Free
Agendas of meetings (as above)	Website Hard copy Email	Free 10p per A4 single sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Email Hard copy	Free Free 10p per A4 single sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email Hard copy	Free 10p per A4 single sheet
Responses to consultation papers	Email Hard copy	Free 10p per A4 single sheet

Responses to planning applications	Website	Free
Class 5 – Our policies and procedures (Current information only)	(hard copy or website)	
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website, Email, Hard copy	Free 10p per A4 single sheet
Delegated authority in respect of officers	Website in Financial Regulations, Email Hard copy	Free 10p per A4 single sheet 10p per A4 single sheet
Code of Conduct	Hard copy	
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p per A4 single sheet
Schedule of charges (for the publication of information)	Website, Email Hard Copy	Free 10p per A4 single 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)	Hard Copy	
Assets Register	Email Hard Copy	Free 10p per A4 single sheet
Register of members' interests	Website Hard copy	Free 10p per A4 single sheet
Class 7 – The services we offer (Information about the services we offer Current information only)	(hard copy or website; some information may only be available by inspection)	

Allotments	Email Hard copy	Free 5p per A4 single sheet
Playing Fields and Recreational Ground Facilities	Email Hard copy	Free 10p per A4 single sheet
Environmental waste bins	Email Hard copy	Free 10p per A4 single sheet

Contact details:

**Lane End Parish Council
PO BOX 1616
High Wycombe
HP12 9FS**

Tel: 01494 437111 during office hours, Monday – Friday 9am – 5pm.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
Postage	Actual cost of Royal Mail	Standard 2 nd class
Email	Information as attachments	Free
Website	Information online	Free

* the actual cost incurred by the public authority