

Information available from MARSTON Parish Council under the Model Publication Scheme

	Information to be published	How the information can be obtained
	<u>Class 1 - Who we are and what we do</u>	
1.	Who's who on the Council and its Committees. Chairman, Councillor P Cartwright	Website, hardcopy
2.	Contact details for Parish Clerk and Council members. Lesley Frances – 07916 628673; mail: marstonpcclerk@hotmail.co.uk	Website, hardcopy
3.	Location of Council office and accessibility details. 18 Chapel Lane, Caythorpe, Grantham, Lincs, NG32 3EG.	
4.	Staffing structure – Parish Clerk	
	<u>Class 2 – What we spend and how we spend it</u>	
5.	Annual return form and report by auditor	Website, hardcopy
6.	Finalised budget	Website, hardcopy
7.	Precept	Website, hardcopy Village magazine
8.	Financial Standing Orders and Regulations	Website, hardcopy
9.	Grants given and received – section 137 monies	Hardcopy
10.	List of current contracts awarded and value of contract	Hardcopy
11.	Members' allowances and expenses. Not applicable.	

	<u>Class 3 – What our priorities are and how we are doing</u>	
12.	Audits, independent examiner reports	Website, hardcopy
13.	Parish Plan (current and previous year as a minimum) – not applicable	
14.	Chairman’s Report to Annual Parish Meeting.	Website, hardcopy
15.	Quality status – not applicable	
16.	Local charters drawn up in accordance with DCLG guidelines – not applicable	
	<u>Class 4 – How we make decisions</u>	
17.	Timetable of meetings – 1 st Thursday of each month, except August	
18.	Agendas of meetings - 4 days before meeting	Website, hardcopy. Noticeboard.
19.	Minutes of meetings - Clerk’s Notes, seven days following a meeting - Minutes, when approved (these exclude information that is regarded as properly private to the meeting)	Website, hardcopy. Noticeboard. Website, hardcopy. Village magazine (summary)
20	Reports presented to council meetings	Hardcopy
21	Responses to consultation papers	Hardcopy
22.	Responses to planning applications	Hardcopy
23.	Bye-laws – not applicable	

<u>Class 5 – Our Policies and Procedures</u>		
24.	Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Website, hardcopy Website, hardcopy Hardcopy Hardcopy Website, hardcopy
25.	Policies and procedures for the provision of services and about the employment of staff – not applicable Internal policies relating to the delivery of services – not applicable Equality and diversity policy Health and safety policy – not applicable Recruitment policies – not applicable Policies and procedures for handling requests for information including schedule of charges– this document Complaints procedures – SKDC	Website, hardcopy Website, hardcopy Website, hardcopy
26.	Information security policy – not applicable	
27.	Records management policies (records retention, destruction and archive) – not applicable	
28.	Data protection policy – not applicable	
<u>Class 6 – Lists and Registers</u>		
29.	Asset Register	Website, hardcopy
30.	Disclosure log - not applicable	
31.	Register of members' interests Contact SKDC – 01476 406080, http://moderngov.southkesteven.gov.uk/mgParishCouncilDetails.aspx?ID=451&LS=3	Contact SKDC .
32.	Register of gifts and hospitality	Hardcopy

<u>Class 7 – The services we offer</u>		
33.	Allotments - Nil	
34.	Burial grounds and closed churchyards - Nil	
35.	Community centres and village halls – Hougham & Marston Village Hall including the playing field, is independently managed.	Village Hall & Playing Field Committee
36.	Village Green Riverside Amenity Area	
37.	Bus shelter, benches, litter bins and other items as listed in Asset Register.	Website, hardcopy
38.	Markets - Nil	
39.	Public conveniences - Nil	
40.	Agency agreements - Nil	
41.	A summary of services for which the council is entitled to recover a fee – publication of information	Hardcopy. Searches

Contact details: **Lesley Frances, Clerk to Marston Parish Council**
18 Chapel Lane, Caythorpe, Lincs, NG32 3EG.
01400 273742
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SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement Cost	Printing/photocopying @ 10p per sheet (black & white)	Actual cost, materials & time
	Printing/photocopying @ 20p per sheet (colour)	Actual cost, materials & time
	Postage	Actual cost of Royal Mail standard 2 nd class
	Searches - £10-00 per hour	Actual cost