



Lytchett Minster and Upton Town Council – Model Publication Scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by Lytchett Minster & Upton Town Council for routinely published material will be justified and transparent and kept to a minimum.

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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Lytchett Minster & Upton Town Council (LMUTC) website/hard copy	15p
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Noticeboards/LMUTC website/Help Centre/hard copy	15p

Location of main Council office and accessibility details	Noticeboards/LMUTC website/Help Centre/hard copy	15p
Staffing structure	LMUTC website / Help Centre/hard copy	15p
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 and previous financial year as a minimum	Help Centre/hard copy	15 p per sheet
Annual return form and report by auditor	LMUTC website / Help Centre / hard copy	15p per sheet
Finalised budget	LMUTC website / Help Centre /hard copy	15 per A4 sheet
Precept	Help Centre/hard copy	15p per A4 sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	LMUTC website / Help Centre / hard copy	15p per A4 sheet
Grants given and received	Help Centre/hard copy	15 p per A4 sheet

List of current contracts awarded and value of contract	Help Centre/hard copy	15 p per A4 sheet
Members' allowances and expenses	Help Centre/hard copy	15p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy / LMUTC website	FOC
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy/website	15p per A4 copy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/hard copy/Help Centre/noticeboards	15p per A4 copy
Agendas of meetings (as above)	Website/noticeboard/Help Centre/hard copy	15p per A4 copy

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Help Centre/hard copy	15p per A4 copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Help Centre/hard copy	15p per A4 copy
Responses to consultation papers	Website/Help Centre/hard copy	15p per A4 copy
Responses to planning applications	Website/Help Centre/hard copy	15p per A4 copy
Bye-laws	Help Centre	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy	15 p per A4 copy
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 Policy statements	Hard copy/Help Centre	15 p per A4 copy

Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Help Centre/hard copy	15 p per A4 copy
Information security policy	-	
Records management policies (records retention, destruction and archive)	-	
Data protection policies	Help Centre/hard copy	
Schedule of charges)for the publication of information)	Help Centre/hard copy	15p per A4 copy
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy (inspection 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	Inspection via Help Centre	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Inspection via Help Centre	
Register of gifts and hospitality	Inspection via Help Centre	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy/Help Centre/website/noticeboards	15p per A4 sheet
Allotments	Website/Help Centre/Hard copy	15p per A4 sheet
Burial grounds and closed churchyards	Website/Help Centre/Hard copy	15p per A4 sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website/Help Centre/Hard copy	15p per A4 sheet
Seating, litter bins, clocks, memorials and lighting	Website/Help Centre/Hard copy	
Bus shelters	Website/Help Centre/Hard copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Help Centre	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Help Centre/hard copy	15p per A4 sheet

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

**Town Clerk
Lytchett Minster and Upton Town Council
1 Moorland Parade
Moorland Way
Upton
Poole
Dorset
BH16 5JS**

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