



## Information available from London Colney Parish Council under the model publication scheme

| Information to be published  | How the information can be obtained | Cost |
|--|-------------------------------------|------|
| <b>Class 1 - Who we are and what we do</b>   |                                     |      |
| <b>Organisational information, structures, locations and contacts</b>  |                                     |      |
| Who's who on the Council and its Committees  | Website                             | Free |
| Contact details for Parish Clerk and Council members   | Website                             |      |
| Location of main Council office and accessibility details  | Website                             | Free |
| Staffing structure   | Website                             | Free |
| <b>Class 2 – What we spend and how we spend it</b>   |                                     |      |
| <b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</b> |                                     |      |
| <b>(Current and previous financial year as a minimum)</b>  |                                     |      |
| Annual return form and report by auditor   | Website                             | Free |
| Finalised budget   | Website                             | Free |
| Precept  | Website                             | Free |
| Borrowing Approval letter  | N/A                                 | N/A  |
| Financial Standing Orders and Regulations  | Website                             | Free |
| Grants given and received  | Website                             | Free |
| List of current contracts awarded and value of contract  | Website                             | Free |
| Members' allowances and expenses   | Website                             | Free |
| <b>Class 3 – What our priorities are and how we are doing</b>  |                                     |      |
| <b>Strategies and plans, performance indicators, audits, inspections and reviews</b>   |                                     |      |
| <b>Current and previous year as a minimum</b>  |                                     |      |
| Parish Plan (current and previous year as a minimum)   | N/A                                 | N/A  |

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|---|---------|------|
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website | Free |
| Quality status  | N/A     | N/A  |

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|--|---------|------|
| <b>Class 4 – How we make decisions</b>   |         |      |
| <b>Decision making processes and records of decisions</b>  |         |      |
| <b>(Current and previous council year as a minimum)</b>  |         |      |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)   | Website | Free |
| Agendas of meetings (as above)   | Website | Free |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.   | Website | Free |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.  | Website | Free |
| Responses to consultation papers   | Website | Free |
| Responses to planning applications   | Website | Free |
| Bye-laws   | N/A     | N/A  |
| <b>Class 5 – Our policies and procedures</b>   |         |      |
| <b>Current written protocols, policies and procedures for delivering our services and responsibilities</b>   |         |      |
| <b>Current information only</b>  |         |      |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | Website | Free |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal instructions to staff and policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Website | Free |

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|---|-----------------|------|
| Information security policy   | Not yet adopted | N/A  |
| Records management policies (records retention, destruction and archive)  | Not yet adopted | N/A  |
| Data protection policies  | Not yet adopted | N/A  |
| Schedule of charges (for the publication of information)  | Website         | Free |
| <b>Class 6 – Lists and Registers</b>  |                 |      |
| <b>Currently maintained lists and registers only</b>  |                 |      |
| Assets register   | Website         | Free |
| Register of members' interests  | Website         | Free |
| Register of gifts and hospitality   | N/A             | N/A  |
| <b>Class 7 – The services we offer</b>  |                 |      |
| <b>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</b> |                 |      |
| Allotments  | Website         | Free |
| Burial grounds and closed churchyards   | N/A             | N/A  |
| Community centres and village halls   | Website         | Free |
| Parks, playing fields and recreational facilities   | Website         | Free |
| Seating, litter bins, clocks, memorials and lighting  | Website         | Free |
| Bus shelters  | Website         | Free |
| Markets   | N/A             | N/A  |
| Public conveniences   | N/A             | N/A  |
| Agency agreements   | N/A             | N/A  |

**Contact details:**

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