

Laughton-en-le-Morthen Parish Council

The Village Hall

Firbeck Avenue

Laughton-en-le-Morthen S25 1YD

Clerk: Mrs C J Havenhand

Telephone - 01709 528823

Email: clerk@laughtonparishcouncil.gov.uk

**Information available from Laughton-en-le-Morthen Parish Council
under the model publication scheme**

All items marked 'hard copy' are available by contacting the Parish Clerk, at a cost of 10p per sheet. Website items are free to download. The Website address is www.laughtonparishcouncil.gov.uk.

Hard Copy items that can easily be provided by email, that cannot be obtained from the website, will be sent free of charge.

Laughton-en-le-Morthen Parish Council has adopted the ICO model publication scheme in full – a copy of this is available on the Information Commissioners Website - <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>.

This template guide covers only information we currently hold. If we do not hold some of the information below, we will mark it as 'not held' in the table.

| Information to be published | How the information can be obtained | Cost |
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| <p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts - This will be current information only).</p> | | |
| <p>List of Council members and their responsibilities as well as a list of Council Committees.</p> <p>'Parish Councillors' (Website) Your Councillors - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> <p>(There is currently a Staffing committee– the appointed members are detailed in the minutes of the Annual Parish Council Meeting, held in May)</p> <p>Newsletters ('News and Events' – last four issues) are on the Parish Council website. Newsletters - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> | <ul style="list-style-type: none"> • Website • Hard Copy • Newsletter – Circulated May/November by hard copy • Register of Interest Forms | <p>Free 10p per sheet</p> |

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| <p>Details of any representation on local public bodies – see register of interest forms – (website) Your Councillors - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> | | |
| <p>Postal and Email Address Contact details for Parish Clerk and Council members Where possible provide named contacts, including phone numbers and email addresses – ‘Parish Councillors’ and ‘Contact Us’ and Newsletter). Your Councillors - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk) Contact Us - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk) Newsletters - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> | <ul style="list-style-type: none"> • Website • Hard Copy • Parish Newsletter Circulated May/November by Hard Copy • All emails/correspondence to be sent by email to the clerk. | Free 10p per sheet |
| <p>Location of main Council office and accessibility details – Village Hall (Council do not have any Council offices. Meetings can be arranged at the Village Hall if required.) – ‘Contact Us’ page Contact Us - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> | <ul style="list-style-type: none"> • Website • Parish Newsletter Circulated May/November by hard copy | Free 10p per sheet |
| <p>Staffing structure</p> <ul style="list-style-type: none"> • Clerk • Assistant Clerk • Play Area Caretaker | <ul style="list-style-type: none"> • Hard Copy | 10p per sheet |

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| <p>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)</p> <p>Current and previous financial year as a minimum</p> | | |
| <p>Statement of Accounts and Internal Audit report in the format included in the Annual Return Form - (now known as Annual Governance and Accountability Return 'AGAR')</p> <p>Finance - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> | <ul style="list-style-type: none"> • Website 3 years 'Finances' • Hard Copies for previous years are available. • Parish Notice Board for relevant notice period. | Free 10p per sheet |
| <p>Finalised budget – current year</p> <p>Finance - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> <p>Monthly payment lists. Current Year to date and last full year.</p> <p>Monthly Payment Information - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> <p>Infrastructure Funding Statement at end of last financial year</p> <p>Annual Infrastructure Funding Statement 2022-2023.pdf</p> | <ul style="list-style-type: none"> • Website 'Finances' • Hard Copy, available for previous 2 years • Website 'finances' • Hard Copy for previous 2 years. • Website 'finances' • Hard Copy | Free 10p per sheet Free 10p per sheet Free 10p per |

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| laughtonparishcouncil.gov.uk | | sheet |
| Precept for current year and previous year Finance - Laughton-en-le-Morthen Parish Council laughtonparishcouncil.gov.uk | <ul style="list-style-type: none"> • Website 'Finances' • Hard Copy • Prior years information available. | Free 10p per sheet |
| Borrowing Approval Letter | <ul style="list-style-type: none"> • Hard Copy | 10p per sheet |
| Financial Standing Orders and Regulations – Current Policies - Laughton-en-le-Morthen Parish Council laughtonparishcouncil.gov.uk | <ul style="list-style-type: none"> • Website 'Policies' • Hard Copy | Free 10p per sheet |
| Grants given and received | <ul style="list-style-type: none"> • Hard Copy | 10p per sheet |
| List of current contracts awarded and value of contract | <ul style="list-style-type: none"> • Hard Copy | 10p per sheet |
| Members' allowances and expenses Note members expenses are limited to course travel | <ul style="list-style-type: none"> • Hard Copy | 10p per sheet |
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| Class 3 – What our priorities are and how we | | |

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| <p>are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> | | |
| <p>Parish Plan (current and previous year as a minimum)</p> | Not applicable | n/a |
| <p>Annual Report to Parish or Community Meeting (current and previous year as a minimum) 2019-2020 not produced due to Covid-19 – no Annual Parish Meeting Meetings & Minutes – Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> | <ul style="list-style-type: none"> • Website 'Meetings & Minutes' • Hard Copy | <p>Free</p> <p>10p per sheet</p> |
| <p>Quality status</p> | Not applicable | n/a |
| <p>Local charters drawn up in accordance with DCLG guidelines</p> | Not applicable | n/a |
| <p>Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.</p> | <ul style="list-style-type: none"> • Hard Copy – where held | <p>10p per sheet</p> |
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| <p>Class 4 – How we make decisions</p> | | |

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| (Decision making processes and records of decisions) Current and previous council year as a minimum | | |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) Meetings & Minutes - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk) | <ul style="list-style-type: none"> • Website • Parish Noticeboards • Hard Copy | Free Free 10p per sheet |
| Agendas of meetings (as above) Meetings & Minutes - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk) | <ul style="list-style-type: none"> • Website – From Jan 2023 • Hard Copy available by contacting clerk | Free 10p per sheet |
| Minutes of meetings (as above) – Note - This will exclude information that is properly regarded as private to the meeting. Meetings & Minutes - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk) | <ul style="list-style-type: none"> • Website from January 2018 • Hard Copy • Prior years information available | Free 10p per sheet |
| Reports presented to council meetings – Note -This will exclude information that is properly regarded as private to the meeting. | <ul style="list-style-type: none"> • Hard Copy | 10p per sheet |
| Responses to consultation papers | <ul style="list-style-type: none"> • Hard Copy | 10p per sheet |
| Responses to planning applications | <ul style="list-style-type: none"> • Hard Copy • RMBC Planning portal | 10p per sheet |
| Bye-laws | Not applicable | n/a |

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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | Where Council holds these Policies. | |
| <p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Policies - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> <p>Committee and sub-committee terms of reference TERMS OF REFERENCE (laughtonparishcouncil.gov.uk)</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct Policies - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> <p>Policy statements</p> | <ul style="list-style-type: none"> • Website • Hard Copy • Website • Hard Copy • Hard Copy where held • Website • Hard Copy • Hard Copy – where held | <p>Free 10p per sheet 10p per sheet 10p per sheet Free 10p per sheet 10p per sheet</p> |

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| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality policy Policies - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information Policies - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme) Policies - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> | <ul style="list-style-type: none"> • Hard Copy • Website • Hard Copy • Not held • Not held/no vacancies • Website • Hard Copy • Website • Hard Copy | <p>10p per sheet</p> <p>Free 10p per sheet 10p per sheet</p> <p>Free 10p per sheet Free 10p per sheet</p> |
| <p>Records management policies, personal data and access to information policies</p> | <ul style="list-style-type: none"> • Hard Copy | <p>10p per sheet</p> |

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| <p>Include information security policies, record retention, destruction and archive policies, and data protection. (Including data sharing and CCTV usage policies)</p> <p>General Privacy Policy Policies - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> | <ul style="list-style-type: none"> • Website • Hard Copy | <p>Free 10p per sheet</p> |
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| <p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p> | | |
| <p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p> | <p>Not applicable/not held</p> | <p>n/a</p> |
| <p>Assets register, including details of public land and building assets</p> | <p>Can be inspected on appointment with clerk</p> | <p>Free</p> |
| <p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.</p> | <p>Not applicable/not held</p> | <p>n/a</p> |
| <p>Register of members’ interests Your Councillors - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk)</p> | <ul style="list-style-type: none"> • Available on RMBC Website, link to site available on Parish Council Website • Hard Copy | <p>Free 10p per sheet</p> |

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| Register of gifts and hospitality | Not applicable | n/a |
| 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 – see 'Our Community' on website | | |
| Allotments St John's Road Allotments - Laughton-en-le-Morthen Parish Council laughtonparishcouncil.gov.uk Rules St John's Road Allotments - Laughton-en-le-Morthen Parish Council laughtonparishcouncil.gov.uk Tenancy Agreement TENANCY AGREEMENT FOR ALLOTMENT GARDENS laughtonparishcouncil.gov.uk Fees St John's Road Allotments - Laughton-en-le-Morthen Parish Council laughtonparishcouncil.gov.uk | <ul style="list-style-type: none"> • Website • Hard Copy • Website • Hard Copy • Hard Copy • Website | Free 10p per sheet Free 10p per sheet 10p per sheet (Free to existing tenants) |

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| Burial grounds and closed churchyards | Not applicable | n/a |
| Community centres and village halls – Village Hall only Village Hall - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk) | <ul style="list-style-type: none"> Website | Free |
| Parks, playing fields and recreational facilities – Recreational Ground. Play area and playing field at Laughton-en-le-Morthen Village Hall. Play Area & Recreational Ground - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk) | <ul style="list-style-type: none"> Website | Free |
| Seating, litter bins, clocks, memorials and lighting | Not applicable | n/a |
| Bus shelters | Not applicable | n/a |
| Markets | Not applicable | n/a |
| Public conveniences | Not applicable | n/a |
| Agency agreements | Not applicable | n/a |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable | n/a |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Parish Council Newsletter May/June and November Newsletters - Laughton-en-le-Morthen Parish Council (laughtonparishcouncil.gov.uk) | <ul style="list-style-type: none"> Website Hard Copy available by contacting clerk | Free 10p per sheet |

Contact details:

Laughton-en-le-Morthen Parish Council
 The Village Hall
 Firbeck Avenue
 Laughton-en-le-Morthen S25 1YD
 Clerk: Mrs C J Havenhand
 Telephone - 01709 528823

Email: clerk@laughtonparishcouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|---|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost 10p per sheet |
| | Photocopying per sheet (colour) | Not available |
| | Postage | Actual cost of Royal Mail standard 2 nd class or Large stamp |
| Statutory Fee | | In accordance with the relevant legislation |
| Other | | none |

* the actual cost incurred by the public authority