

## Information available from Mattersey Parish Council under the model publication scheme (Freedom of Information Act)

Information to be published	How the information can be obtained	Cost for hard copy
<b>Class 1 - Who we are and what we do</b> Details of Council Members and the Clerks details	Website, email or hard copy from the clerk	Free
<b>Class 2 – What we spend and how we spend it</b> <ul style="list-style-type: none"> <li>➤ Previous year financial accounts</li> <li>➤ Annual return and audit report</li> <li>➤ Finalised budget</li> <li>➤ Financial regulations</li> </ul>	Website, email or hard copy Website, email or hard copy Email or hard copy Website, email or hard copy	10p per sheet 10p per sheet 10p per sheet 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> <ul style="list-style-type: none"> <li>➤ Annual report to Parish Council</li> <li>➤ Local charter with Bassetlaw District Council</li> <li>➤ Action Plan</li> </ul>	Email or hard copy Bassetlaw District Council Website Website, email or hard copy	10p per sheet Free 10p per sheet
<b>Class 4 – How we make decisions</b> <ul style="list-style-type: none"> <li>➤ Timetable of meetings</li> <li>➤ Agendas</li> <li>➤ Minutes</li> <li>➤ Responses to planning applications</li> </ul>	Website, email or hard copy Website, email or hard copy Website, email or hard copy Bassetlaw District Council website, email, or hard copy from the clerk	10p per sheet 10p per sheet 10p per sheet 10p per sheet
<b>Class 5 – Our policies and procedures</b> <ul style="list-style-type: none"> <li>➤ Standing orders</li> <li>➤ Financial regulations</li> <li>➤ Code of conduct</li> <li>➤ Complaints procedure</li> <li>➤ Risk assessment</li> <li>➤ Other policy documents</li> </ul>	Website, email or hard copy Website, email or hard copy Email or hard copy Website, email or hard copy Email or hard copy Email or hard copy	10p per sheet 10p per sheet 10p per sheet 10p per sheet 10p per sheet 10p per sheet

<b>Class 6 – Lists and registers</b> <ul style="list-style-type: none"> <li>➤ Register of Members’ interest</li> <li>➤ Asset register</li> <li>➤ Burial records</li> </ul>	Bassetlaw District Council, email or hard copy Email or hard copy To view in person	10p per sheet 10p per sheet
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Information to be published	How the information can be obtained	Cost
<b>Class 7 – The services we offer</b> <ul style="list-style-type: none"> <li>➤ Cemetery</li> <li>➤ Seating</li> </ul>	Email or hard copy for leaflet	Free

**Schedule of Charges**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> class in operation at time of request

Publication Scheme adopted by Mattersey Parish Council on

4<sup>th</sup> May 2016

Signed .....  
(Chairman)