**Middleton on the Wolds Parish Council**

**Publication Scheme**

**Council Internal Practice and Procedure**

* Contact details of Councillors and Clerk
* Location of Offices and accessibility details
* Minutes, agendas and supporting papers of Council, committee and sub committee meetings -last 2 years back copies may be obtained on request
* Procedural Standing Orders
* Councils Annual Report to Parish Meeting

**Code of Conduct**

* Members Declaration of Acceptance of Office
* Members Register of Interests

**Employment Practice and Procedure**

* Terms and Conditions of Employment
* Job Descriptions
* Equal Opportunities Policy
* Health & Safety Policy
* Grievance Policy

**Planning Documents**

* Planning application summary details and responses
* Parish Plan

**Audit and Accounts**

* Annual Return limited to last 2 years , back copies may be viewed on request
* Annual Auditors Report
* Receipts and Payments Account last 2 years, back copies may be viewed on request
* Bank Statements – last financial year, back copies may be viewed on request
* Precept Request - – last financial year, back copies may be viewed on request
* VAT Records – last financial year, back copies may be viewed on request
* Current Budget
* List of Grants given and received
* Financial Standing Orders and Regulations
* Asset Register
* Risk Assessments
* Playground Safety Inspection reports – on request
* Data Protection Policies

**Newsletters**

* Middleton Messenger – last 12 months

**Services**

* The Reading Rooms 7 Front Street Middleton on the Wolds
* Village Green and Pond
* Street Furniture – salt bins and seating

**Allotments and Pits**

* Plans – on request
* Standard Tenancy Agreement

**Cemetery**

* Plans
* Regulations and general policies
* Fees
* Burial Forms

SCHEDULE OF CHARGES

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 5..p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 10..p per sheet (colour) | Actual cost |
|  |  |  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** | £3 per document search | In accordance with the relevant legislation (quote the actual statute) |
|  |  |  |
| **Other** |  |  |
|  |  |  |