

## Morley Parish Council Guide to Information

### Information to be Published

#### Class 1 - Who are we and what do we do

- 1 List of members with contact details & e-mail addresses
- 2 Where we meet - disabled access
- 3 Dates and time
- 4 Employees

#### Class 2 - What we spend and how we spend it

- 1 Audited Accounts and letters
- 2 Precept
- 3 Monthly Financial Statement (excepting August)
- 4 Monthly Minutes (excepting August)

#### Class 3 - What our priorities are and how we are doing

- 1 Parish Plan
- 2 Chair's Report - Yearly Parish Meeting
- 3 Parish Magazine
- 4 Minutes of Parish Council - monthly

note :- There may be a small charge for any required copies - see charge on Page 4

### How the information can be obtained/Contact

Available on Web Site "www.morleyparishcouncil.com" or "www.morleyparishcouncil.co.uk" or in Parish Magazine

Morley School - Disabled access available.

Third Thursday every month, excepting August, 7.30pm

Contact Clerk on 0115-9324796

Available from Clerk

Details available from Clerk

Available on Web Site or from Clerk

Web Site or Clerk

Available on Web Site or from Clerk

Web Site at time of Meeting, otherwise Clerk

Rev Mike Alexander on 01332-880380

Web Site or Clerk

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#### Class 4 - How we make decisions

1	Timetable of Meetings (dates, including Parish Meeting)	Available on Web Site or from Clerk on 0115-9324796 Web Site addresses are <a href="http://www.morleyparishcouncil.com">www.morleyparishcouncil.com</a> or <a href="http://www.morleyparishcouncil.co.uk">www.morleyparishcouncil.co.uk</a>
2	Agendas	Web Site or Notice Boards or check with Clerk
3	Minutes of Meetings	Web Site or from Clerk
4	CD Rom 1894 - 2000 (cost £2 per disc)	Available from Clerk
5	Reports to Council	Clerk
6	Responses to consultation papers	Clerk
7	Responses to Planning Applications	Clerk

#### Class 5 - Our Policies and Procedures

1	Policies & Procedures for the Conduct of Council business - Standing Orders - Code of Conduct - Policy Statements	Available from Clerk Clerk Clerk
2	Policies & Procedures for the provision of services and employment - Health & Safety policy (Risk Assessment) - Requests for information	Clerk Clerk or any Councillor

#### Class 6 - Lists and Registers

1	Assets Register	Identified in Accounts - see Clerk
2	Register of Members interests	Clerk

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#### Class 7 - Services we offer

- 1 Allotments
- 2 Seats
- 3 Lighting
- 4 Funding for parish organisations
- 5 Web Site
- 6 Notice Boards

#### Schedule of Charges

Photocopying at 10 pence per sheet for any requirement above 5 sheets.  
Any requirement up to and including 5 sheets will be provided free of charge

Above charges include both black and white and colour copies

Postage and Packaging (if applicable) will be charged at cost

### How the information can be obtained/Contact

Details available from Clerk on 0115-9324796

Locations and/or suggestions to Clerk or any Councillor

Contact Clerk

Details available from Clerk. Requests also to Clerk

Available via [www.morleyparishcouncil.com](http://www.morleyparishcouncil.com)  
or [www.morleyparishcouncil.co.uk](http://www.morleyparishcouncil.co.uk)

Contact Clerk for locations