

Melchbourne & Yelden Parish Council

Guide to Information

&

Publication Scheme

1. Introduction

- 1.1 Melchbourne & Yelden Parish Council has adopted the Information Commissioner's Model Publication Scheme. This Guide explains what information we routinely make available, how it can be accessed, and whether any charges apply.
- 1.2 Where stated, information is available on the council's website: www.melchyeild-pc.gov.uk. If you require information in another format, please contact the Clerk.

2. Scope

- 2.1 Our Guide to Information sets out:
 - 2.1.1 the information we routinely publish
 - 2.1.2 how the public can access it
 - 2.1.3 any associated charges

3. Who We Are and What We Do

3.1 Information available

- 3.1.1 • List of councillors, roles and contact information
- 3.1.2 • Clerk's contact details
- 3.1.3 • Council meeting dates
- 3.1.4 • Details of committees or working groups

3.2 How to access

- 3.2.1 • Website
- 3.2.2 • Contact the Clerk
- 3.3 Charge: No charge for electronic copies. Printing/postage at cost if requested in paper form.

4. What We Spend and How We Spend It

4.1 Information available

- 4.1.1 • Annual budget
- 4.1.2 • Precept information
- 4.1.3 • End-of-year accounts
- 4.1.4 • Annual Governance & Accountability Return (AGAR)
- 4.1.5 • Internal and external audit reports
- 4.1.6 • Grants given and received
- 4.1.7 • Financial regulations
- 4.1.8 • Contracts and procurement information (tenders, quotations, contract awards).

4.2 How to access

- 4.2.1 • Website
- 4.2.2 • Contact the Clerk

- 4.3 Charge: No charge for electronic copies. Printing/postage at cost if requested in paper form.

5. What Our Priorities Are and How We Are Doing

5.1 Information available

- 5.1.1 • Chairman's Reports
- 5.1.2 • Policies and procedures for decision-making

5.2 How to access

- 5.2.1 • Website

- 5.3 Charge: No charge for electronic copies. Printing/postage at cost..

6. How We Make Decisions

6.1 Information available

- 6.1.1 • Agendas and supporting papers for council meetings
- 6.1.2 • Minutes of council meetings (excluding confidential sections)
- 6.1.3 • Public consultation responses
- 6.1.4 • Planning consultation comments

6.2 How to access

- 6.2.1 • Website
- 6.2.2 • Contact the Clerk

- 6.3 Charge: No charge for electronic copies. Printing/postage at cost.

7. Our Policies and Procedures

7.1 Information available

- 7.1.1 MYPC Financial Regulations
- 7.1.2 MYPC Standing Orders
- 7.1.3 MYPC Planning Committee ToR
- 7.1.4 MYPC IT & Email Policy
- 7.1.5 MYPC Guide to Information and Publication Scheme
- 7.1.6 MYPC Bring Your Own Device (BYOD) Policy

7.2 How to access

- 7.2.1 • Website

- 7.3 Charge: No charge for electronic copies. Printing/postage at cost.

8. Lists and Registers

8.1 Information available

- 8.1.1 • Register of Interests (maintained by Bedford Borough Council)
- 8.1.2 • Asset register

8.2 How to access

8.2.1 • Website

8.2.2 • Contact the Clerk

8.2.3 Charge: No charge for electronic copies. Printing/postage at cost.

9. **The Services We Offer**

9.1 Information available

9.1.1 • Information regarding parish maintenance (open spaces, trees, play areas)

9.1.2 • Grants information (eligibility and application)

9.1.3 • Village assets (benches, noticeboards, war memorial, playgrounds, etc.).

9.2 How to access

9.2.1 • Website: www.melchyeld-pc.gov.uk

9.2.2 • Contact the Clerk

9.2.3 Charge: No charge for electronic copies. Printing/postage at cost.

10. **Additional Information**

10.1 The council may hold other information not listed above. If you cannot find the information you need, you may submit a Freedom of Information (FOI) request or an Environmental Information (EIR) request to the Clerk.

11. **Charges**

11.1 The following charges may apply for hard-copy requests:

11.1.1 Photocopying/printing (black & white) 10p per page

11.1.2 Photocopying/printing (colour) 20p per page

11.1.3 Postage Royal Mail actual cost

11.2 No charge is made for:

11.2.1 • viewing documents electronically

11.2.2 • inspection of documents by appointment

11.3 If a request is expected to exceed the FOI cost limit, the council will advise options before proceeding.

12. **Contact Details**

12.1 Email: clerk@melchyeld-pc.gov.uk

12.2 Website: www.melchyeld-pc.gov.uk

12.3 Address: 3 Saxon House End, Melchbourne & Yelden, Bedfordshire, MK43 7FS

13. **Review**

13.1 This policy will be reviewed every two years or sooner if legislation changes.

14. Version Control

Version Control Record

Ref.	Date of Update	Details of Amendments/Changes
1	Mar 2026	Initial adoption of policy.