



Freedom of Information Act 2000

Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do This will be current information only	(hard copy, email and/or website)	
Who's who on the Council	(hard copy, email and/or website)	
Contact details for Parish Clerk and Council members (named contacts where possible email address (if used))	(hard copy and/or website) Public Noticeboard	
Location of main Council office and accessibility details	(hard copy and/or website) Public Noticeboard	
Staffing structure	Website	
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy, website	
Finalised budget	Hard copy, email	
Precept	Hard copy, email	
Borrowing Approval letter	Hard copy	
Financial Standing Orders and Regulations	Website	



Grants given and received	Hard copy, email	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	email	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website or email	
Neighbourhood Plan	Website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website or email	
Strategic Action Plan	Website or email	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website noticeboard	
Agendas of meetings (as above)	Website or email	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or email	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	email	
Responses to consultation papers	email	
Responses to planning applications	email	
Bye-laws	N/A	



<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>	Website or email	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	email	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	email	
Information security policy	email	
Records management policies (records retention, destruction and archive)		
Data protection policies	email	
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p>	(hard copy or website; some	



Currently maintained lists and registers only	information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	email	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	email	
Register of members' interests	Website or email	
Register of gifts and hospitality	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	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Parks, playing fields and recreational facilities	email	
Seating, litter bins, clocks, memorials and lighting	email	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information		



This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None at present		

Contact details:

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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 *
	Photocopying @ 10.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority