

Information available from Freeland Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website and/or hard copy	Photocopying & postage
Who's who on the Council and its Committees	Website and/or hard copy	Photocopying & postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and/or hard copy	Photocopying & postage
Location of main Council office and accessibility details	Website and/or hard copy	Photocopying & postage
Staffing structure	Website and/or hard copy	Photocopying & postage

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Current year available via website Previous year available by hard copy only.</p>	<p>Photocopying & postage Photocopying & postage</p>
<p>Annual return form and report by auditor</p>	<p>Website and/or hard copy</p>	<p>Photocopying & postage</p>
<p>Finalised budget</p>	<p>Website and/or hard copy</p>	<p>Photocopying & postage</p>
<p>Precept</p>	<p>Website and/or hard copy</p>	<p>Photocopying & postage</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	<p>N/A</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website and/or hard copy</p>	<p>Photocopying & postage</p>
<p>Grants given and received</p>	<p>Website and/or hard copy</p>	<p>Photocopying & postage</p>
<p>List of current contracts awarded and value of contract</p>	<p>Website and/or hard copy</p>	<p>Photocopying & postage</p>
<p>Members' allowances and expenses</p>	<p>Website and/or hard copy</p>	<p>Photocopying & postage</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Website and/or hard copy</p>	<p>Photocopying & postage</p>
<p>Parish Plan (current and previous year as a minimum)</p>	<p>N/A</p>	<p>N/A</p>
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Website and/or hard copy</p>	<p>Photocopying & postage</p>

Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website and/or hard copy	Photocopying & postage
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website and/or hard copy	Photocopying & postage
Agendas of meetings (as above)	Hard copy on notice boards	Photocopying & postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website and/or hard copy	Photocopying & postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website and/or hard copy	Photocopying & postage
Responses to consultation papers	Hard copy	Photocopying & postage
Responses to planning applications	Website & hard copy on notice boards	Photocopying & postage
Bye-laws	Hard copy	Photocopying & postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy	Photocopying & postage

Current information only		
<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>	<p>Website and/or hard copy Website and/or hard copy N/A Website and/or hard copy Website and/or hard copy</p>	<p>Photocopying & postage Photocopying & postage Photocopying & postage Photocopying & postage</p>
<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</p> <p>Equality and diversity policy Health and safety policy 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>	<p>Hard copy N/A Hard copy Hard copy Hard copy Hard copy</p>	<p>Photocopying & postage N/A Photocopying & postage Photocopying & postage Photocopying & postage</p>
Information security policy	Hard copy	Photocopying & postage
Records management policies (records retention, destruction and archive)	Hard copy	Photocopying & postage
Data protection policies	Hard copy	Photocopying & postage
Schedule of charges (for the publication of information)	Hard copy	Photocopying & postage

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	N/A
Assets Register	Available to view by prior appointment with Clerk only.	N/A
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)	Hard copy	Photocopying & postage
Register of members' interests	Hard copy	Photocopying & postage
Register of gifts and hospitality	N/A	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		
Allotments	N/A	N/A
Burial grounds and closed churchyards	Information pending	Photocopying & postage
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard copy	Photocopying & postage

Seating, litter bins, clocks, memorials and lighting	Hard copy	Photocopying & postage
Bus shelters	Hard copy	Photocopying & postage
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	Hard copy	Photocopying & postage
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	N/A

Contact details: Lisa Smith, Clerk to the Parish Council, 66 Broadmarsh Lane, Freeland, Witney, Oxon, OX29 8QR Tel: 01993 880067 Email: lisa.fpc@tiscali.co.uk

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 @20p per sheet (black & white)	Actual cost *
	Colour photocopying not available	
	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