

Information available from Shipdham 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>	<p>Hard copy or inspection by arrangement</p> <p>From Clerk to the Parish Council:</p>	<p>See scale of charges at end of document</p>
Who's who on the Council and its Committees	Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk	
Location of main Council office and accessibility details	N/A	
Staffing structure	Clerk	
<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>		
Annual return form and report by auditor	Clerk	

Finalised budget	Clerk	
Precept	Clerk	
Borrowing Approval letter	Clerk	
Financial Standing Orders and Regulations	Clerk	
Grants given and received	Clerk	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Clerk	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Clerk	
Agendas of meetings (as above)	Clerk	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Clerk	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Clerk	
Responses to consultation papers	Clerk	
Responses to planning applications	Clerk	
Bye-laws	Clerk	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Clerk	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Clerk	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Clerk	
Records management policies (records retention, destruction and archive)	Clerk	
Data protection policies	Clerk	
Schedule of charges)for the publication of information)	Clerk	
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)	Clerk	
Assets Register	Clerk	
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)	Clerk	
Register of members' interests	Clerk	
Register of gifts and hospitality	Clerk	
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	Clerk	
Burial grounds and closed churchyards	Clerk	

Community centres and village halls	Clerk	
Parks, playing fields and recreational facilities	Clerk	
Seating, litter bins, clocks, memorials and lighting	Clerk	
Bus shelters	Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Clerk	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: The Clerk to the Parish Council: Rosemary Martin, Cuckoo Lodge, Merton, IP25 6QT
Telephone: 01953 880476**

Please note that a website including email address is currently under re- construction

**Dated 10th October 2011
Review date: 10th October 2012**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Please note that under the FOIA Fee regulations, the maximum a Parish Council can charge is £450 – requests over this amount have the right to be refused.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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	Inspection	By negotiation

* the actual cost incurred by the public authority