

Information available from ...Falstone..... 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 Free. Photo Copy 10p per sheet (black/w hite) or 20p per sheet (colour)
Who's who on the Council and its Committees	Hard copy and/or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and notice board	
Location of main Council office and accessibility details	Not Applicable	
Staffing structure	Not Applicable	

<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>		Website Free. Photo Copy 10p per sheet (black/w hite) or 20p per sheet (colour)
Annual return form and report by auditor	Hard Copy and/or website	
Finalised budget	Hard Copy and/or website	
Precept	Hard Copy and/or website	
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard Copy and/or website	
Grants given and received	Not Applicable	
List of current contracts awarded and value of contract	Hard Copy	
Members' allowances and expenses	Not Applicable	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		Website Free. Photo Copy 10p per sheet (black/w hite) or

		20p per sheet (colour)
Parish Plan (current and previous year as a minimum)	Not Applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and/or website	
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable , see NCC	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		Website Free. Photo Copy 10p per sheet (black/w hite) or 20p per sheet (colour)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, notice board or website	
Agendas of meetings (as above)	Hard copy, notice board or website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, notice board or website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Hard copy	

Responses to planning applications	Hard copy and/or website	
Bye-laws	Not Applicable	
<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 Free. Photo Copy 10p per sheet (black/w hite) or 20p per sheet (colour)
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 – not applicable	All hard copy and/or website	
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)	All hard copy and/or website or notice board	

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Not Applicable	
Records management policies (records retention, destruction and archive)	In progress	
Data protection policies	Not Applicable	
Schedule of charges (for the publication of information)	Hard copy and/or website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	Website Free. Photo Copy 10p per sheet (black/w hite) or 20p per sheet (colour)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not Applicable	
Assets Register	Hard copy and/or website	
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)	Not Applicable	
Register of members' interests	See NCC website	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer	Some information may	Website

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	only be available by inspection	Free. Photo Copy 10p per sheet (black/w hite) or 20p per sheet (colour)
Allotments	Not Applicable	
Burial grounds and closed churchyards	By appointment only	
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Not Applicable	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Hard copy/website	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and/or website	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		Website Free. Photo Copy 10p per sheet (black/w

		hite) or 20p per sheet (colour)
Next review April 2016		

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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) up to 20 sheets, then 20p per	Actual cost *

	sheet	
	Photocopying @ 20p per sheet (colour) up to 20 sheets then 40p per sheet	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Cemetery fees	As agreed by the committee
Other		

* the actual cost incurred by the public authority