

INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

March 2017

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts – current information only)		
Who's who on the Council and its Committees	Hard copy Web site	15p/sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Web site	15p/sheet Free
Location of main Council office and accessibility details	Hard copy Web site	15p/sheet Free
Staffing structure	Hard copy	15p/sheet

<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>(hard copy and/or electronic copy)</p>	<p>15p/sheet</p>
<p>Annual return form and report by auditor</p>	<p>Hard copy Web site</p>	<p>15p/sheet</p>
<p>Finalised budget</p>	<p>Hard copy Web site</p>	<p>15p/sheet</p>
<p>Precept</p>	<p>Hard copy Web site</p>	<p>15p/sheet</p>
<p>Borrowing Approval letter</p>		
<p>Financial Standing Orders and Regulations</p>	<p>Web site Hard copy</p>	<p>Free 15p/sheet</p>
<p>Grants given and received</p>	<p>Hard copy Electronic</p>	<p>15p/sheet Free</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard copy</p>	<p>15p/sheet</p>
<p>Members' allowances and expenses</p>	<p>Hard copy</p>	<p>15p/sheet</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>Parish Forward Plan 2013-18</p>	<p>Web site Hard copy</p>	<p>Free 15p/sheet</p>
<p>Annual Report to Parish Meeting (current and previous year as a minimum)</p>	<p>Web site Hard copy</p>	<p>Free 15p/sheet</p>

Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions – current and previous council year)	Web site Hard copy	Free 15p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site Hard copy	Free 15p/sheet
Agendas of meetings (as above)	Hard copy Web site	15p/sheet free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy	Free 15p/sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Electronic copy Hard copy	Free 15p/sheet
Responses to consultation papers	Hard copy Electronic copy	15p/sheet Free
Responses to planning applications	Web site Hard copy	Free 15p/sheet
Bye laws		
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)Web site	Free

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements)Hard copy))	15p/sheet
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	All available as Hard copy Electronic copy / web site	15p/sheet free
Information security policy		
Records management policies (records retention, destruction and archive)	Hard copy Electronic	15p/sheet Free
Data protection policies	Hard copy	15p/sheet
Schedule of charges (for the publication of information)	Hard copy Web site	
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)		
Assets Register	Hard copy	15p/sheet
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)		
Register of members' interests	Hard copy Website	15p/sheet Free
Register of gifts and hospitality	Hard copy	inspection
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	Web site Hard copy	Free 15p/sheet
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Hard copy Web site	15p/sheet
Bus shelters	Hard copy Web site	15p/sheet
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Finchampstead Parish Council
FBC Centre, Gorse Ride North, Finchampstead, Berkshire RG40 4ES
Tel: 0118 9088164 email: clerk@finchampstead-pc.gov.uk
www.finchampstead-pc.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @15p per sheet (black & white)	Actual cost *
	Photocopying @20p per sheet (colour)	Actual cost*
	Postage min 60p	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

