

Information available from Filkins & Broughton Poggs 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>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 sheet</p>
Who's who on the Council and its Committees	Website/Hard Copy	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Hard Copy	As above
Location of main Council office and accessibility details	Website/Hard Copy	As above
Staffing structure	Hard Copy	10p per A4 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>	Hard Copy	10p per A4 sheet
Annual return form and report by auditor	Hard Copy	10p per A4 sheet

Finalised budget	Hard Copy	10p per A4 sheet
Precept	Hard Copy	As above
Borrowing Approval letter	Hard Copy	As above
Financial Standing Orders and Regulations	Website Hard Copy	Free As above
Grants given and received	Hard Copy	As above
List of current contracts awarded and value of contract	Hard Copy	As above
Members' allowances and expenses	Hard Copy	As above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	10p per A4 sheet
Parish Plan (current and previous year as a minimum)	Hard Copy	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy	Free 10p per A4 sheet
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 as a minimum	Hard Copy	10p per A4 sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy	Free 10p per A4 sheet

Agendas of meetings (as above)	Website/Hard Copy	As above
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	As above
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per A4 sheet
Responses to consultation papers	Hard Copy	As above
Responses to planning applications	Hard Copy	As above
Bye-laws	Hard Copy	As above
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy	10p per A4 sheet
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	Hard Copy	10p per A4 sheet

<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</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard Copy	10p per A4 sheet
Information security policy	Hard Copy	As above
Records management policies (records retention, destruction and archive)	Hard Copy	As above
Data protection policies	Hard Copy	As above
Schedule of charges (for the publication of information)	Website Hard Copy	Free 10p per A4 sheet
Class 6 – Lists and Registers	Hard Copy	10p per A4 sheet
Currently maintained lists and registers only	Some 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)	Hard Copy	10p per A4 sheet
Assets Register	Hard Copy	10p per A4 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)	Inspection only	

Register of members' interests	Hard Copy	10p per A4 sheet
Register of gifts and hospitality	Hard Copy	10p per A4 sheet
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 some information may only be available by inspection	10p per A4 sheet
Allotments	Hard Copy	As above
Burial grounds and closed churchyards	Hard Copy	
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard Copy	As above
Seating, litter bins, clocks, memorials and lighting	Hard Copy	As above
Bus shelters	Hard Copy	As above
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)	Hard Copy	As above
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard Copy	As above

Contact details:

Website address: www.filkins.org.uk

Hard Copy requests:

Mrs Ann Tyldesley, Parish Clerk

The Old Chapel, Langford

Lechlade

Glos GL7 3LF

Tel: 01367 860130 E Mail: filkinsclerk@hotmail.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 @ 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	Any additional cost may be made if the costs to the Parish Council are unreasonable	