

Calver Parish Council – Freedom of Information Act 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>	Hard copy or on the website	5p per copy
Who's who on the Council and its Committees (no current Committees established)	Hard copy or on the website	5p per copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or on the website	5p per copy
Location of main Council office and accessibility details (no Council premises)	N/A	
Staffing structure	Hard copy or on the website	5p per copy
<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 or on the website	5p per copy
Annual return form and report by auditor	Hard copy or on the website	5p per copy
Finalised budget	Hard copy	5p per

		copy
Precept	Hard copy or on the website	5p per copy
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy or on the website	5p per copy
Grants given and received	Hard copy or on the website	5p per copy
List of current contracts awarded and value of contract	Hard copy or on the website	5p per copy
Members' allowances and expenses (No Members allowances are paid)	Hard copy or on the website	5p per copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or on the website	
Parish Plan (current and previous year as a minimum) No current Plan	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or on the website	5p per copy
Quality status - Not applied for Quality Status/Local Council Award Scheme	N/A	
Local charters drawn up in accordance with DCLG guidelines- None	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy or on the website	
Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or via the Parish noticeboards or on the website	5p per copy
Agendas of meetings (as above)	Hard copy or via the Parish noticeboards or on the website	5p per copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or on the website	5p per copy
Responses to consultation papers	Hard copy or on the website	5p per copy
Responses to planning applications	Hard copy or on the website	5p per copy
Bye-laws	Hard copy	5p ppr copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy or on the website	
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	Hard copy or on the website N/A Hard copy or on the website Hard copy or on the	5p per copy

Policy statements	website Hard copy or on the website	
Policies and procedures for the provision of services: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy or on the website	5p per copy
Information security policy	Sensitive information withheld	
Records management policies (records retention, destruction and archive)	Parish Clerk archives	
Data protection policies	As standard	
Schedule of charges (for the publication of information)	Published as part of this scheme	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; 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	5p per copy
Assets Register	Hard copy	5p per copy
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	5p per copy
Register of members' interests	Hard copy or on the website	5p per copy

Register of gifts and hospitality	Hard copy or on the website	5p per copy
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 or on the website; some information may only be available by inspection	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard copy	5p per sheet
Bus shelters	Hard copy	5p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements (Footpaths/Rights of Way) and (Burial Ground Maintenance)	Hard copy	5p per copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	5p per copy
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Contact the Clerk – see website for contact details		

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 @ 5p per sheet (black & white)	Actual cost *
	Postage -2nd class stamp	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

- the actual cost incurred by the public authority

Adopted by Calver Parish Council 23rd July, 2015