

Information available from ASHBY CUM FENBY Parish/Community Council under the model publication scheme

Information to be published – Adopted 8/4/2013	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>Clerk clerk@ashbycumfenbypc.com</p>	
Who's who on the Council and its Committees	Clerk A4 loose leaf paper	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Notice Boards NELC Website	Free
Location of main Council office and accessibility details	Parish Notice Boards	Free
Staffing structure	Clerk	Free
<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 website) A4 loose leaf paper</p>	50p per sheet
Annual return form and report by auditor	Website Clerk	Free
Finalised budget	A4 loose leaf paper	Free
Precept	Clerk	
Borrowing Approval letter	A4 loose leaf paper	Free
Financial Standing Orders and Regulations	Website/Clerk	Free/50p per sheet

Grants given and received	A4 loose leaf paper	Free/50p per sheet
List of current contracts awarded and value of contract	A4 loose leaf paper	Free/50p per sheet
Members' allowances and expenses	A4 loose leaf paper	Free/50p per sheet
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website/ Clerk	Free/50p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/ Clerk	Free/50p per sheet
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Clerk	Free
Agendas of meetings (as above)	Parish Notice Board/Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Notice Board Website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	A4 loose leaf paper	50p per sheet
Responses to consultation papers	A4 loose leaf paper	50p/sheet
Responses to planning applications	NELC Website	Free

Byelaws	NELC Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or 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 Policy statements	A4 Loose leaf paper	50p per 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)	If applicable A4 loose leaf paper	N/A
Information security policy	N/A	N/A
Records management policies (records retention, destruction and archive)	A4 loose leaf paper	50p/sheet
Data protection policies	A4 loose leaf paper	50p/sheet
Schedule of charges) for the publication of information)	N/A	N/A

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
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)	N/A	N/A
Assets Register	A4 loose leaf paper	50p/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)	N/A	N/A
Register of members' interests	Inspection NELC Website	Free
Register of gifts and hospitality	Inspection NELC Website	Free
Class 7 – The services we offer. (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A
Seating, litter bins, clocks, memorials and lighting	N/A	N/A
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
Additional Information		

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

Exclusions.

Core Classes of Information.

Employment Practice and Procedure.

“Personal records”, i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning Documents.

Planning Enforcement and Tree Preservation Orders

Audit and Accounts.

All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

Contact details: -

Parish Clerk

Tel:

Email: - clerk@ashbycumfenbypc.com

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 @ 50p per sheet (black & white)	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		

* The actual cost incurred by the public authority

**FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME**

DECLARATION SCHEME

**Name of Public Authority
Address**

Ashby cum Fenby Parish Council

The Parish Council has adopted the Model Scheme titled Model Public Scheme of Local Councils produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme. The Council's model scheme will be published in the following way:

Notice on Village Green Notice Board

Signature

PositionClerk.....

Date

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the council's compliance with the Freedom of Information Act is:

**Name: Tanya Kuzemczak
Position: Clerk to the Council
Telephone Number:**