

## Guide to Freedom of Information Act: New Model Publication Scheme for Town & Parish Councils

### Information available from Checkendon Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 – Who we are and what we do</b> (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>From Checkendon Parish Council website www.checkendon.org or from Parish Clerk 01491 680558 Email:claire.dunk@talktalk.net</p>	<p>Nil from website Or see charges for hard copy</p>
<p>Who's who on the Council and its Committees</p>	<p>Website</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Claire Dunk As above</p>	
<p>Location of main Council office and accessibility details</p>	<p>Darent ,Beech Lane, Woodcote, RG8 0PX</p>	
<p>Staffing structure</p>	<p>1 parish clerk/contractors</p>	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		Hard copies 10p a sheet + £2 admin + postage
Annual return form and report by auditor	Available from clerk	
Finalised budget	Available from clerk	
Precept	£8,000 2008/2009 £8,500 2009/2010	
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Available from clerk	
Grants given and received	Available from clerk	
List of current contracts awarded and value of contract	Available from clerk	
Members' allowances and expenses	None given	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available on website	
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Available from clerk Phone 01491 680558</p>	
<p>Agendas of meetings (as above)</p>	<p>Noticeboard or from parish clerk</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Available on website</p>	
<p>Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>In minutes</p>	
<p>Responses to consultation papers</p>	<p>In minutes</p>	
<p>Responses to planning applications</p>	<p>View at <a href="http://www.southoxon.gov.uk">www.southoxon.gov.uk</a> Or contact clerk</p>	
<p>Bye-laws</p>	<p>Non known</p>	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Contact clerk	
<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  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)</p>	Contact clerk	
Information security policy	None	
Records management policies (records retention, destruction and archive)	None	
Data protection policies	None	
Schedule of charges (for the publication of information)	As stated	

<b>Class 6 – Lists and Registers</b>	(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)	None	
Assets Register	Published annually with accounts	
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)	None to date	
Register of members' interests	Available from clerk or SODC	
Register of gifts and hospitality	None to date	
<b>Class 7 – The services we offer</b> (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	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	Village Hall separate organisation see web site	
Parks, playing fields and recreational facilities	Separate organisation see website however pc own playground equipment	
Seating, litter bins, clocks, memorials and lighting	Seating and litter bins	
Bus shelters	1	
Markets	None	
Public conveniences	1 held by Village Hall Limited opening	

Agency agreements	Grass cutting with OCC	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	If you require any additional information contact the clerk Claire Dunk 01491 680558 who will be happy to help.	

**Contact details: -see Class 1**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	<ul style="list-style-type: none"> <li>Actual cost 10p a sheet A4</li> </ul>
<b>Disbursement cost</b>	Photocopying @ .10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		£2 admin