

Sancreed Parish Council

FREEDOM OF INFORMATION MODEL PUBLICATION SCHEME

Information to be published	How obtained	Cost
Class 1 – 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	Website / Hard copy	Free / 10p a sheet
Contact details for Parish Clerk and Council members (named contacts with email address)	Website / Hard copy	Free / 10p a sheet
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website / Hard copy	Free / 10p a sheet
Finalised budget	Website / Hard copy	Free / 10p a sheet
Precept	Website / Hard copy	Free / 10p a sheet
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website / Hard copy	Free / 10p a sheet
Grants given and received	Website / Hard copy	Free / 10p a sheet
List of current contracts awarded and value of contract	Website / Hard copy	Free / 10p a sheet
Members' allowances and expenses	Not applicable	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website / Hard copy	Free / 10p a sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website / Hard copy	Free / 10p a sheet
Quality Status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Hard copy	Free / 10p a sheet
Agendas of meetings (as above)	Website / Hard copy	Free / 10p a sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	Website / Hard copy	Free / 10p a sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting	Website / Hard copy	Free / 10p a sheet
Responses to consultation papers	Website / Hard copy	Free / 10p a sheet
Responses to planning applications	Website / Hard copy	Free / 10p a sheet
Bye-laws	Not applicable	
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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website / Hard copy	Free / 10p a sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Website / Hard copy	Free / 10p a sheet

Equality and diversity policy Health & safety policy (not required as less than 5 employees) 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)		
Information security policy	Website / Hard copy	Free / 10p a sheet
Records management policies (records retention, destruction and archive)	Website / Hard copy	Free / 10p a sheet
Data Protection policies	Website / Hard copy	Free / 10p a sheet
Schedule of charges (for the publication of information)	Website / Hard copy	Free / 10p a sheet
Class 6 – Lists and Registers Currently maintained lists and registers only (some information may only be available for inspection)		
Any publicly available register or list (if any are held this should be published; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Website / Hard copy	Free / 10p a 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 council)	Not applicable	
Register of members' interests	Website / Hard copy	Free / 10p a sheet
Register of gifts and hospitality	Not applicable	
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 – some information may only be available by inspection		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website / Hard copy	Free / 10p a sheet
Seating, litter bins, clocks, memorials and lighting	Website / Hard copy	Free / 10p a sheet
Bus shelters	Website / Hard copy	Free / 10p a sheet
Markets	Not applicable	
Public conveniences	Not applicable	

Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Map	Website / Hard copy	Free / 50p a sheet

Contact Details – Cassandra Crisp, Clerk to Sancreed Parish Council, Email: clerk@sancreedparishcouncil.org

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 @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class*
Statutory Fee		In accordance with legislation as determined by statute

* the actual cost incurred by the public authority