



FREEDOM OF INFORMATION ACT 2000 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>		
Who's who on the Council and its Committees	Website/Noticeboards/e-mail Hard Copy - contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/noticeboards/e-mail Hard copy – contact Clerk E-mail for details of accessibility	Free 10p/sheet
Location of main Council office and accessibility details	Website	Free

	Hard copy- contact clerk	10p/sheet
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	Hard Copy – see clerk	10p /sheet
Finalised budget	Hard Copy – see clerk	10p /sheet
Precept	Hard Copy e-mail	10p/sheet/ free
Borrowing Approval letter	Hard copy – see clerk	10p/sheet
Financial Standing Orders and Regulations	Hard Copy – see clerk E-mail.	10p /sheet free
Grants given and received	Hard Copy – see clerk	10p /sheet
List of current contracts awarded and value of contract	Hard Copy – see clerk	10p/sheet
Members' allowances and expenses	Hard Copy – see clerk	10p /sheet
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)	Hard copy – see clerk E- Mail.	10p/sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy – see clerk E-mail.	10p /sheet Free
Quality status	Hard Copy – see clerk E-mail.	10p /sheet Free
Local charters drawn up in accordance with DCLG guidelines		

<p>Class 4 – How we make decisions (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>Website/Noticeboards/e-mail Hard copy contact the clerk</p>	<p>Free 10p/sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website/Noticeboards/e-mail Hard copy contact the clerk</p>	<p>Free 10p/sheet</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website/Noticeboards/e-mail Hard copy contact the clerk</p>	<p>Free 10p/sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>E- mail/Hard Copy – see clerk</p>	<p>Free/10p /sheet</p>
<p>Responses to consultation papers</p>	<p>E-mail/Hard Copy – see clerk</p>	<p>Free/10p /sheet</p>
<p>Responses to planning applications</p>	<p>E-mail/Hard Copy – see clerk</p>	<p>Free/10p /sheet</p>
<p>Bye-laws</p>	<p>Not applicable</p>	
<p>Class 5 – Our policies and procedures (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>	<p>E-mail/Hard Copy – see clerk</p>	<p>Free/10p /sheet</p>

<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>	E-mail/Hard Copy – see clerk	Free/10p /sheet
Information security policy	Hard Copy – see clerk	10p /sheet
Records management policies (records retention, destruction and archive)	Hard copy – see clerk	10p/sheet
Data protection policies	Hard Copy – see clerk	10p /sheet
Schedule of charges)for the publication of information)	Hard Copy – see clerk	10p /sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy – see clerk	10p /sheet
Assets Register	E-mail/Hard Copy – see clerk	Free/ 10p /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)	Not applicable	
Register of members’ interests	Original copies maintained by PCC	10p /sheet
Register of gifts and hospitality	Original copies maintained by PCC	10p/sheet
<p>Class 7 – The services we offer</p>		

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
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		

Contact details:

The Clerk

S Radouani, Parish Offices, Unit 2&3 Pyramid Shopping Centre, Bretton, PE3 8NY, 01733 263019, 07922424440 or clerk@brettoncouncil.org.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		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority