

Information available from Appleford Parish Council under the model 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>Who's who on the Council and its Committees</p>	<p>Paper or electronic copies available on request and on website</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address).</p>	<p>Paper or electronic copies available on request, in The Pressings newsletter, and on website</p>	
<p>Location of main Council office and accessibility details</p>	<p>Paper or electronic copies available on request, in The Pressings newsletter, and on website</p>	
<p>Staffing structure</p>	<p>Paper or electronic copies available on request</p>	

<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>		
Annual return form and report by auditor	Paper or electronic copies available on request	
Finalised budget	Paper or electronic copies available on request	
Precept	Paper or electronic copies available on request	
Borrowing Approval letter	Paper or electronic copies available on request	
Financial Standing Orders and Regulations	Paper or electronic copies available on request	
Grants given and received	Paper or electronic copies available on request	
List of current contracts awarded and value of contract	Paper or electronic copies available on request	
Members' allowances and expenses	Paper or electronic copies available on request	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Paper or electronic copies available on request and	

	on website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Paper or electronic copies available on request and on website	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Paper or electronic copies available on request and on website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Paper or electronic copies available on request and on website	
Agendas of meetings (as above)	Paper or electronic copies available on request and on noticeboard and website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Paper or electronic copies available on request and on website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Paper or electronic copies available on request	
Responses to consultation papers	Paper or electronic copies available on request	
Responses to planning applications	Available from planning authority. Paper or electronic copies available on request.	
Bye-laws	Paper or electronic copies	

	available on request.	
<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>	Paper or electronic copies available on request	
<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>	Paper or electronic copies available on request; council vacancies also in The Pressings newsletter and website.	
Information security policy	Paper or electronic copies	

	available on request;	
Records management policies (records retention, destruction and archive)	Paper or electronic copies available on request;	
Data protection policies	Paper or electronic copies available on request;	
Schedule of charges (for the publication of information)	Paper or electronic copies available on request and on website	
Class 6 – Lists and Registers		
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)	Hard copy, available for inspection on request	
Assets Register	Paper or electronic copies available on request	
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)	Paper or electronic copies available on request	
Register of members' interests	Hard copy, available for inspection on request	
Register of gifts and hospitality	Hard copy, available for inspection on request	
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		
Village hall	Paper or electronic copies available on request and on website	
Appleford Recreation Ground	Paper or electronic copies available on request and on website	
Seating, litter bins, clocks, memorials and lighting	Paper or electronic copies available on request	
Bus shelters	Paper or electronic copies available on request	
Agency agreements	Paper or electronic copies available on request	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Paper or electronic copies available on request	
Additional Information		
Any information that is not itemised in the lists above		

SCHEDULE OF CHARGES

Appleford Parish Council will provide information free of charge wherever possible. Where costs are incurred in the provision of information, these will be applied in accordance with the following schedule.

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	Where applicable	In accordance with relevant legislation

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