

Information available from Edith Weston Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations, and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard Copy Via Email Website	10p per sheet Free Free
Who's who on the Council and its Committees	Hard Copy Via Email Website	10p per sheet Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy Via Email Website Noticeboards	10p per sheet Free Free Free
Location of Parish Council office and accessibility details	Hard Copy Via Email Website	10p per sheet Free Free
Staffing structure	Hard Copy Via Email Website	10p per sheet Free Free
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	Hard Copy Via Email Website	10p per sheet Free Free

Annual return form and report by auditor	Hard Copy Via Email Website	10p per sheet Free Free
Finalised budget	Hard Copy Via Email Website	10p per sheet Free Free
Precept	Hard Copy Via Email Website	10p per sheet Free Free
Financial Standing Orders and Regulations	Hard Copy Via Email Website	10p per sheet Free Free
Grants given and received	Hard Copy Via Email Website	10p per sheet Free Free
List of current contracts awarded and value of contract	Hard Copy Via Email Website	10p per sheet Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy Via Email Website	10p per sheet Free Free
Neighbourhood Plan (refreshed)	Hard Copy Via Email Website	10p per sheet Free Free
Annual Report to Parish Council Meeting (current and previous year as a minimum)	Hard Copy Via Email Website	10p per sheet Free Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard Copy Via Email	10p per sheet Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy Via Email Website	10p per sheet Free Free
Agendas of meetings (as above)	Hard Copy Via Email Website	10p per sheet Free Free

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy Via Email Website	10p per sheet Free Free
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard Copy Via Email Website	10p per sheet Free Free
Responses to consultation papers	Hard Copy Via Email Website	10p per sheet Free Free
Responses to planning applications	Via Email RCC Website	Free Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy Via Email Website	10p per sheet Free Free
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 (see Financial Regulations)	Hard Copy Via Email Website	10p per sheet Free Free
Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: 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)	Hard Copy Via Email Website	10p per sheet Free Free

Information security policy	Hard Copy Via Email Website	10p per sheet Free Free
Records management policies (records retention, destruction and archive)	Hard Copy Via Email Website	10p per sheet Free Free
Data protection policies	Hard Copy Via Email Website	10p per sheet Free Free
Class 6 – Lists and Registers	Hard Copy	10p per sheet
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 Via Email Website	10p per sheet Free Free
Assets Register	Hard Copy Via Email Website	10p per sheet Free Free
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy Via Email Website	10p per sheet Free 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 Via Email Website	10p per sheet Free Free
Current information only		
Allotments	Hard Copy Via Email Website	10p per sheet Free Free
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		

Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Hard Copy Via Email Website	10p per sheet Free Free

Contact details:

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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)	A charge will be made for multiple applications
Statutory Fee	Officers time e.g. in determining if the information is held, Locating the information or editing or extracting the releasable information – must reach the prescribed limit of £450 BEFORE charges can be raised. Time is calculated at £25 per hour Disbursements e.g. printing, photocopying, postage - can be charged.	Governed by The Freedom of Information and Data Protection (Appropriate Limit & Fees) Regulations 2004.
Invoices for disbursements will be issued with the response by the Parish Clerk for payment by return.		