

CASTOR PARISH COUNCIL



INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME (FOI) APPROVED BY THE COUNCIL DECEMBER 2008

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED (HARD COPY, BY EMAIL AND/OR WEBSITE)		COST							
<p>CLASS1 - WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations & contacts – Current information only)</p> <p>Who's who on the Council and its Committees</p> <p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>Location of main Council office and accessibility details</p> <p>Staffing structure</p>	<p>http://www.castorparishcouncil.org/page2.htm</p>	<p>Paper copy (charges apply)</p> <p>Copy by email</p>	<p>8p per sheet of A4 paper for hard copy – email copy is free</p>							
<p>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT (Financial information relating to projected and actual income & expenditure, procurement, contracts & financial audit)</p>				<p>HOW THE INFORMATION CAN BE OBTAINED (HARD COPY, BY EMAIL AND/OR WEBSITE)</p> <p>http://www.CastorParishCouncil.org/page9.htm</p>	<p>Paper copy (charges apply)</p> <p>Copy by email</p>	<p>COST</p>				
<p>Annual return form and report by auditor</p>							<p>Copy by email</p>	<p>8p per sheet of A4 paper for hard copy – email copy is free</p>		
<p>Finalised budget</p>									<p>Paper copy (charges apply)</p> <p>Copy by email</p>	<p>8p per sheet of A4 paper for hard copy – email copy is free</p>
<p>Precept</p>										
<p>Borrowing Approval letter</p>	<p>Paper copy (charges apply)</p>	<p>8p per sheet of A4 paper for hard copy – email copy is free</p>								
<p>Financial Standing Orders and Regulations</p>	<p>Copy by email</p>	<p>8p per sheet of A4 paper for hard copy – email copy is free</p>								
<p>Grants given and received</p>	<p>Copy by email</p>	<p>8p per sheet of A4 paper for hard copy – email copy is free</p>								
<p>List of current contracts awarded and value of contract</p>	<p>Copy by email</p>	<p>8p per sheet of A4 paper for hard copy – email copy is free</p>								
<p>Members' allowances and expenses (if applicable)</p>	<p>Copy by email</p>	<p>8p per sheet of A4 paper for hard copy – email copy is free</p>								

CLASS 3—WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING			
(Strategies and plans, performance indicators, audits, inspections and reviews)	HOW THE INFORMATION CAN BE OBTAINED (HARD COPY, BY EMAIL AND/OR WEBSITE)	COST	
Parish Plan	http://www.CastorParishCouncil.org/page3.htm	Paper copy (charges apply) Copy by email	8p per sheet of A4 paper for hard copy – email copy is free
Annual Report to Parish Meeting current & pervious year			
Quality status			
Local charters drawn up in accordance with DCLG guidelines			
CLASS 4 – HOW WE MAKE DECISIONS			
(Decision making processes and records of decisions) Current and previous council year as a minimum	HOW THE INFORMATION CAN BE OBTAINED (HARD COPY, BY EMAIL AND/OR WEBSITE)	COST	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	http://www.CastorParishCouncil.org/page3.htm	Paper copy (charges apply) Copy by email	8p per sheet of A4 paper for hard copy – email copy is free
Agendas of meetings (as above)			
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.			
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.			
Responses to consultation papers			
Responses to planning applications			
Bye-laws			

CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)Current information only	HOW THE INFORMATION CAN BE OBTAINED (HARD COPY, BY EMAIL AND/OR WEBSITE)		COST
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	http://www.castorparishcouncil.org/page3.htm	Paper copy (charges apply) Copy by email	8p per sheet of A4 paper for hard copy – email copy is free
Policies and procedures for the provision of services and about the employment of staff: 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)		Paper copy (charges apply) Copy by email	8p per sheet of A4 paper for hard copy – email copy is free
Information security policy			
Records management policies (records retention, destruction and archive)			
Data protection policies			
Schedule of charges (for the publication of information)			

CLASS 6 – LISTS AND REGISTERS Currently maintained lists and registers only	HOW THE INFORMATION CAN BE OBTAINED (HARD COPY, BY EMAIL AND/OR WEBSITE)		COST
Any publicly available register or list			
Assets Register	http://www.CastorParishCouncil.org/page9.htm	Paper copy (charges apply)	8p per sheet of A4 paper for hard copy – email copy is free
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)		Copy by email	
Register of members' interests		Inspection by appointment only	
Register of gifts and hospitality			
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	HOW THE INFORMATION CAN BE OBTAINED (HARD COPY, BY EMAIL AND/OR WEBSITE)		COST
Allotments	tbc	Paper copy (charges apply)	8p per sheet of A4 paper for hard copy – email copy is free
Burial grounds and closed churchyards	tbc		
Community centres and village halls	tbc		
Parks, playing fields and recreational facilities	tbc		
Seating, litter bins, clocks, memorials and lighting	tbc		
Bus shelters	tbc		
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)	tbc		
Additional Information			
This will provide Councils with the opportunity to publish information that is not itemised in the lists above			

Schedule of Charges – This describes how the charges have been arrived at and is published as part of the Guide to Information

TYPE OF CHARGE	DESCRIPTION	COST CHARGED TO RECIPIENT	ACTUAL COST
Disbursement cost	Printing per sheet, black and white	8p per A4 sheet	Appx 7.5 – 9p
	Printing per sheet, colour	Not available	
	Photocopying per sheet	15p per A4 sheet	10p per sheet plus travel
	Postage	Actual cost	As per prevailing Royal Mail rate
Statutory Fee			In accordance with relevant legislation
Other	Travelling expenses	59p per mile	58.7p per mile
	Other disbursements	Actual cost	As charged