

Information available from FITTLEWORTH 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>		
Chairman of the Meeting	Hard Copy – Contact Clerk	10p/sheet
The Parish Trustees	N/A	
Who’s who on any committees	Hard Copy – Contact Clerk	10p/sheet
Contact details (named contacts where possible with telephone number and email address (if used))	Hard Copy – Contact Clerk	10p/sheet
Staff arrangements	N/A	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Precept	Hard Copy - Contact Clerk	10p/sheet
Annual Return Form	Hard Copy – Contact clerk	10p/sheet

Auditor's annual report	Hard Copy – Contact Clerk	10p/sheet
Finalised Budget	Hard Copy – Contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard Copy – Contact Clerk	10p/sheet
Grants given and received	Hard Copy – Contact Clerk	10p/sheet
List of current contracts and value of contract	Hard Copy – Contact Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Parish Plan	Hard Copy – Contact Clerk	£1.00/copy
Annual Report to Parish Meeting	Hard Copy – Contact Clerk	10p/sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Agendas of meetings (Parish Meeting and Committee Meetings)		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to Council Meetings	Hard Copy- Contact Clerk	10p/sheet
Responses to consultation papers	Hard Copy – Contact Clerk	10p/sheet
Responses to planning applications	Hard Copy – Contact clerk	10p/sheet
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 business by the Parish Meeting:		
Procedural standing orders	Hard Copy – Contact Clerk	10p/sheet
Financial regulations	Hard Copy – Contact Clerk	10p/sheet
Code of Conduct	Hard Copy - Contact Clerk	10p/sheet
Policy Statements	Hard Copy – Contact Clerk	10p/sheet
Policies and procedure for the provision of services and about the employment of staff:		
Health and safety policy	Hard Copy – Contact Clerk	10p/sheet
Recruitment policy	Hard Copy - Contact Clerk	10p/sheet
Policies and procedures for handling requests for information		
Schedule of Charges (for publication of information)	Hard Copy – Contact Clerk	10p/sheet
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)	N/A	
Assets list held by the Parish Council	Hard Copy – Contact Clerk	10p/sheet
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		
Details of services provided by the Parish Council	Hard Copy – Contact Clerk	10p/sheet
Newsletters	See Parish Magazines	
Services for which the parish is entitled to recover a fee, together with those fees	N/A	
Additional Information		
This will provide Parish Councils with the opportunity to publish information that is not itemised in the lists above		

Contact:

Parish Clerk – Mr P Henderson, 01798 865058 or aphen@f2s.com

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 *

	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Parish Plan	Actual cost of printing

* the actual cost incurred by the public authority