



Information available from under the Publication Scheme

Reviewed Dec 2023

Next Review Dec 2024

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Email / Web Site	Free
Contact details for Parish Clerk and Council members	Email Hard copy Web Site	Free 10p per sheet
Location of main Council office and accessibility details	The meetings are held in the Village Hall, Main Street, Great Oxendon. Information available online and via email	
Staffing structure	N/A	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy & Web Site	10p per sheet
Finalised budget	Hard copy & Web Site	10p per sheet
Precept	Hard copy & Web Site	10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy & Web Site	10p per sheet
Grants given and received	Hard copy & Web Site	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	N/A	

Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	N/A. See VDS below	
Annual Report to Parish Meeting (current and previous year as a minimum)	Web Site – within the minutes Email Hard copy – contact clerk	Free 10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Village Design Statement	Web Site E Mail Hard copy	Free Free £4 per copy
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web Site Email Hard copy – contact clerk	Free 10p per sheet
Agendas of meetings (as above)	Web Site Email Hard copy – contact clerk	Free 10p per sheet
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Web Site Email Hard copy – contact clerk	Free 10p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Web Site Email Hard copy – contact clerk	Free 10p per sheet
Responses to consultation papers	Within minutes on Web Site Email Hard copy – contact clerk	Free 10p per sheet
Responses to planning applications	Within minutes on the Web Site Email Hard copy – contact clerk	Free 10p per sheet
Bye-laws	N/A	Free 10p per sheet
Class 5 – Our policies and procedures		
<u>Policies and procedures for the conduct of council business:</u>	Hard copy – contact clerk	10p per sheet

Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Web Site	
<u>Policies and procedures for the provision of services and about the employment of staff:</u> Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Training Policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures	Hard copy – contact clerk Web Site	10p per sheet
Information security policy	Web Site Hard Copy	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy – contact clerk Web Site	10p per sheet
Data protection policies	Hard copy – contact clerk Web Site	10p per sheet
Schedule of charges (for the publication of information)	Hard copy – contact clerk	10p per sheet
Class 6 – Lists and Registers		
Assets Register	Hard copy Web Site	10p per sheet
Disclosure log	N/A	
Register of members' interests	Hard copy Web Site	10p per sheet
Register of gifts and hospitality	Hard copy Web Site	10p per sheet
Class 7 – The services we offer		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	

Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials, and lighting	Hard copy	10p per sheet
Bus shelters	Hard copy	10p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard copy	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p per sheet
Additional Information	N/A	

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 @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

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