

Freedom of Information Act 2000 - New Model Publication Scheme

Information available from Landbeach 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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Documents can be inspected in person by appointment. Photocopies will be charged as detailed. Website information is free of charge and is updated regularly.</p>	
Who's who on the Council and its Committees	Website/notice boards	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/notice boards	N/A
Location of main Council office and accessibility details	Website/notice boards	
Staffing structure	Website	

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 and/or website)	
Annual return form and report by auditor	Hard copy	40p
Finalised budget	Hard copy	10p
Precept	Hard copy	10p
Borrowing Approval letter	Hard copy	10p
Financial Standing Orders and Regulations	Hard copy	10p/page
Grants given and received	Hard copy	10p/page
List of current contracts awarded and value of contract	Hard copy	10p/page
Members' allowances and expenses	Hard copy	10p/page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy	
Parish Plan (current and previous year as a minimum)	Hard copy	10p/page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/website	10p/page
Quality status	N/A	
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	Hard copy/website Hard copy/website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, website and notice board	10p/page
Agendas of meetings (as above)	Hard copy and notice board	10p/page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, website and notice board	10p/page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/page
Responses to consultation papers	Hard copy	10p/page
Responses to planning applications	Hard copy	10p/page
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy Hard copy	10p/page
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	Hard copy	10p/page

Code of Conduct Policy statements		
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)	Where adopted all are available as a hard copy	
Information security policy		
Records management policies (records retention, destruction and archive)	Hard copy	
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy, some information may only be available by inspection Hard copy	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	View only
Assets Register	Hard copy	10p/page
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)		
Register of members' interests	Hard copy	

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	Hard copy, some information only available by inspection.	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
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		

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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)	Actual cost 10p
	Photocopying per sheet (colour) N/A	Actual cost N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation
Other		

*Actual cost incurred by the public authority