

**Information available from Foston & Scropton Parish Council under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Hard copy – contact Clerk	10p/sheet
Contact details for Parish Clerk and Council members	Hard copy – contact Clerk	10p/sheet
Location of main Council office and accessibility details	Hard copy – contact Clerk	10p/sheet
Staffing structure	Hard copy – contact Clerk	10p/sheet
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Hard copy – contact Clerk	10p/sheet
Finalised budget	Hard copy – contact Clerk	10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
<del>Borrowing Approval letter</del>	N/A	
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 awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
<del>Parish Plan</del>	N/A	
Annual Report to Parish	Hard copy – contact Clerk	10p/sheet
<del>Quality status</del>	N/A	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	N/A	
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Hard copy – contact Clerk	10p/sheet
Agendas of meetings	Hard copy – contact Clerk	10p/sheet
Minutes of meetings	Hard copy – contact Clerk	10p/sheet
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
Bye-laws	Hard copy – contact Clerk	10p/sheet
<b>Class 5 – Our policies and procedures</b>		

Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy – contact Clerk	10p/sheet
Committee and sub-committee terms of reference	Hard copy – contact Clerk	10p/sheet
Delegated authority in respect of officers	Hard copy – contact Clerk	10p/sheet
Code of Conduct	Hard copy – contact Clerk	10p/sheet
Policy statements	N/A	
Policies and procedures for the provision of services and about the employment of staff:		
<del>Internal policies relating to the delivery of services</del>	N/A	
<del>Equality and diversity policy</del>	N/A	
<del>Health and safety policy</del>	N/A	
<del>Recruitment policies (including current vacancies)</del>	N/A	
<del>Policies and procedures for handling requests for information</del>	N/A	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	10p/sheet
<del>Information security policy</del>	N/A	
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p/sheet
Data protection policies	Hard copy – contact Clerk	10p/sheet
<del>Schedule of charges (for the publication of information)</del>	N/A	
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Register of Electors: Inspection SDDC.	
Assets Register	Hard copy – contact Clerk	10p/sheet
<del>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)</del>	N/A	
Register of members' interests	Hard copy – contact Clerk	10p/sheet
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Hard copy – contact Clerk	10p/sheet
<del>Burial grounds – Closed churchyard</del>	N/A	
<del>Community centres and village halls</del>	N/A	
Parks, Playing fields and recreational facilities	Hard copy – contact Clerk	10p/sheet
Seating, litter bins, clocks, War memorial and Christmas lighting	Hard copy – contact Clerk	10p/sheet
<del>Bus shelter</del>	N/A	
<del>Markets</del>	N/A	
<del>Public conveniences</del>	N/A	
<del>Agency agreements</del>	N/A	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

### Contact details:

Richard Smith  
 Clerk to Foston & Scropton Parish Council  
 21 Wyston Brook  
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 Derbyshire  
 DE65 5JB

### 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost 7.0p
	Photocopying @ 10p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority