

LOWER HEYFORD PARISH COUNCIL

FREEDOM OF INFORMATION

Information available from Lower Heyford Parish Council under the model publication scheme

All costs will be outlined at the end of document - photocopying and postage of documentation

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy or website)	
Who's who on the Council and its Committees	Clerk and/or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk and/or website	
Location of main Council office and accessibility details	Clerk and/or website	
Staffing structure	Clerk	

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Clerk	
Finalised budget	Clerk	
Precept	Clerk	
Borrowing Approval letter	Clerk	
Financial Standing Orders and Regulations	Clerk and/or website	
Grants given and received	Clerk	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	Clerk	

<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not a PC document	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk and/or website	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Clerk and/or website	
Agendas of meetings (as above)	Clerk, noticeboards and/or	

	website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Clerk, noticeboards and/or website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Clerk	
Responses to consultation papers	Clerk	
Responses to planning applications	Clerk	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Clerk and/or website	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services - <i>none at present</i></p> <p>Equality and diversity policy - <i>none at present</i></p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies) - <i>none at present</i></p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Clerk	
Information security policy	Clerk	
Records management policies (records retention, destruction and archive)	Clerk	
Data protection policies	Clerk	
Schedule of charges (for the publication of information)	Clerk	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets register	Clerk	
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)	Not applicable	
Register of members' interests	Clerk	
Register of gifts and hospitality	Clerk	
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 or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Clerk	
Bus shelters	Clerk	
Markets	Not applicable	

Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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Website : www.heyford.info

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	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		

* the actual cost incurred by the public authority