

## Information available from Owslebury Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy from Clerk	Free 10p per sheet*
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy from Clerk	Free 10p per sheet*
Location of main Council office and accessibility details	Website Hard copy from Clerk	Free 10p per sheet*
Staffing structure	N/A	

<b>Class 2 – What we spend and how we spend it</b> (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 from Clerk	10p per sheet*
Finalised budget	Hard Copy from Clerk	10p per sheet*
Precept	Hard Copy from Clerk	10p per sheet*
Financial Standing Orders and Regulations	Hard Copy from Clerk	10p per sheet*
Grants given and received	Hard Copy from Clerk	10p per sheet*
List of current contracts awarded and value of contract	Hard Copy from Clerk	10p per sheet*
Members' allowances and expenses	Hard Copy from Clerk	10p per sheet*
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website)	
Village Design Statement when completed	Website Hard copy from Clerk	Free 10p per sheet*
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy from Clerk	Free 10p per sheet*

Quality status	Not adopted	
Local charters drawn up in accordance with DCLG guidelines	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy and/or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy from Clerk	Free 10p per sheet*
Agendas of meetings (as above)	Website Displayed on Noticeboards (Owslebury / Morestead / Baybridge) 3 working days prior to meeting Hard copy from Clerk	Free Free  10p per sheet*
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Displayed on Noticeboard (Owslebury) Owslebury Newsletter (Abridged Minutes)  Hard copy from Clerk	Free Free Subscription 10p per sheet*
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p per sheet*
Responses to consultation papers	Website Owslebury Newsletter  Hard copy from Clerk	Free Subscription 10p per sheet*

Responses to planning applications	Website Hard copy from Clerk	Free 10 per sheet*
Bye-laws	Hard copy from Clerk	10p per sheet*
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy and/or website)	
<b>Policies and procedures for the conduct of council business:</b>		
Procedural standing orders	Hard copy from Clerk	10p per sheet*
Committee and sub-committee terms of reference e.g. Play Area & Highways	Hard copy for Clerk	10p per sheet*
Delegated authority in respect of members	Hard copy from Clerk	10p per sheet*
Code of Conduct	Hard copy from Clerk	10p per sheet*
Complaints procedures	Website Hard copy from Clerk	10p per sheet*
<b>Policies and procedures for the provision of services and about the employment of staff:</b>		
Internal policies relating to the delivery of services	National Guidelines Followed	
Equality and diversity policy	National Guidelines Followed	

Health and safety policy	National Guidelines Followed	
Recruitment policies (including current vacancies)	National Guidelines Followed	
Policies and procedures for handling requests for information	Hard copy available from Clerk	10p per sheet*
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy available from Clerk	10p per sheet*
Information security policy	Hard copy from Clerk	10p per sheet*
Records management policies (records retention, destruction and archive)	Hard copy from Clerk	10p per sheet
Data protection policies	National guidelines followed	
Schedule of charges for the publication of information)	Website Hard copy from Clerk	Free 10p per sheet
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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)		
Assets Register	Hard copy from Clerk	10p per sheet
Register of members' interests	Hard copy from Clerk	10p per sheet
Register of gifts and hospitality	Hard copy from Clerk	10p per sheet

<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
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 from Clerk	10p per sheet*
Seating, litter bins, dog bins, clocks, memorials and lighting	Hard copy from Clerk	10p per sheet*
Bus shelters	Hard copy from Clerk	10p per sheet*
Markets	N/A	
Public conveniences	N/A	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. Hiring of Football & Cricket Pitches)	Hard copies from Clerk	10p per sheet*
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Additional information may be requested in writing and will be considered and shared as appropriate in consideration of the Freedom of Information Act	10p per sheet*

**Contact details: Liz Manship, Clerk and Responsible Financial Officer to Owslebury Parish Council**  
**Tel: 01962-77764**  
**e-mail:owslebury.pc@virgin.net**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Specialist fees for research apply	In accordance with the relevant legislation

\* the actual cost incurred by the public authority