

FLETCHING PARISH COUNCIL

Clerk: Gabriella Paterson-Griggs

Tel: 07534 959772

E-mail: clerk@fletching-pc.org

Website www.fletching-pc.org



FREEDOM OF INFORMATION PUBLICATION SCHEME

Information available from Fletching Parish Council under the model publication scheme

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	How the information can be obtained	Cost
This will be current information only		
Who's who on the Council and its Committees	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Contact details for Parish Clerk and Council members (N.B. Council members can also be contacted via the Parish Clerk)	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Location of main Council office and accessibility details	No offices / no information	
Staffing structure	None / no information	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, financial audit)	How the information can be obtained	Cost
Current financial year as a minimum		
Annual return form and report by auditor	Hard Copy – Contact Clerk	10p/page
Finalised budget	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Precept	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Financial Regulations	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Grants given and received	Hard Copy – Contact Clerk	10p/page
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	10p/page
Members' allowances and expenses	Electronic – Contact Clerk Hard Copy – Contact Clerk	Free 10p/page

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Local charters drawn up in accordance with Government guidelines	None	
Class 4 – How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Agendas of meetings (as above)	Website – www.fletching-pc.org Noticeboard Hard Copy – Contact Clerk	Free Free 10p/page
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as confidential.	Website – www.fletching-pc.org Noticeboard Hard Copy – Contact Clerk	Free Free 10p/page
Reports presented to council meetings – NB this will exclude information that is properly regarded as confidential.	Hard Copy – Contact Clerk	10p/page
Responses to consultation papers	Hard Copy – Contact Clerk	10p/page
Responses to planning applications – recorded in minutes	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Bye-laws	None / No information	

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	How the information can be obtained	Cost
Policies and procedures for the conduct of council business (if applicable): Standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Policy Statements Code of Conduct	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Policies and procedures for the provision of services: Grant awarding policy Freedom of Information Policy Complaints Policy and Procedure	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Policies and procedures for the employment of staff: For recruitment and employment policies please contact the Clerk	Electronic – Contact Clerk Hard Copy - Contact Clerk	Free 10p/page
Records management policies (records retention, destruction and archive)	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Data Protection - Registered with Information Commissioners Office	Hard Copy – Contact Clerk	10p/page
Schedule of charges for the publication of information – see cost column	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page

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Class 6 – Lists and Registers	How the information can be obtained	Cost
Currently maintained lists and registers only – 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)	Hard Copy – Contact Clerk	10p/page
Asset and Document Register	Electronic – Contact Clerk Hard Copy – Contact Clerk	Free 10p/page
Register of members' interests	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page
Register of gifts and hospitality	Hard Copy – Contact Clerk	10p/page
Class 7 – The services we offer (Information about the services the Parish Council offers, if applicable)	How the information can be obtained	Cost
Current information only – some information may only be available by inspection		
Allotments	Not applicable	
Burial grounds and closed churchyards	Hard Copy – Contact Clerk	10p/page
Community centres and village halls	Hard Copy – Contact Clerk	10p/page
Parks, playing fields and recreational facilities	Hard Copy – Contact Clerk	10p/page
Seating, litter bins, clocks, memorials and lighting	Hard Copy – Contact Clerk	10p/page
Bus shelters	Hard Copy – Contact Clerk	10p/page
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website – www.fletching-pc.org Hard Copy – Contact Clerk	Free 10p/page