

# 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

<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	<b>How the information can be obtained</b>	<b>Cost</b>
This will be current information only		
Who's who on the Council and its Committees	Website – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> 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 – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> Hard Copy – Contact Clerk	Free 10p/page
Location of main Council office and accessibility details	No offices / no information	
Staffing structure	None / no information	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, financial audit)	<b>How the information can be obtained</b>	<b>Cost</b>
Current financial year as a minimum		
Annual return form and report by auditor	Hard Copy – Contact Clerk	10p/page
Finalised budget	Website – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> Hard Copy – Contact Clerk	Free 10p/page
Precept	Website – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> Hard Copy – Contact Clerk	Free 10p/page
Financial Regulations	Website – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> 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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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> Hard Copy – Contact Clerk	Free 10p/page
Local charters drawn up in accordance with Government guidelines	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	<b>How the information can be obtained</b>	<b>Cost</b>
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> Hard Copy – Contact Clerk	Free 10p/page
Agendas of meetings (as above)	Website – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> 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 – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> 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 – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> Hard Copy – Contact Clerk	Free 10p/page
Bye-laws	None / No information	

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<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<b>How the information can be obtained</b>	<b>Cost</b>
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 – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> 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 – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> 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 – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> 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 – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> Hard Copy – Contact Clerk	Free 10p/page

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<b>Class 6 – Lists and Registers</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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 – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> Hard Copy – Contact Clerk	Free 10p/page
Register of gifts and hospitality	Hard Copy – Contact Clerk	10p/page
<b>Class 7 – The services we offer</b> (Information about the services the Parish Council offers, if applicable)	<b>How the information can be obtained</b>	<b>Cost</b>
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 – <a href="http://www.fletching-pc.org">www.fletching-pc.org</a> Hard Copy – Contact Clerk	Free 10p/page