

Information available from Deddington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (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>	<p>Website</p> <p>Hard copy- contact clerk</p>	<p>Free</p> <p>20p per sheet plus postage</p>
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p>As above</p>
<p>Contact details for Parish Clerk and Council members</p>	<p>As above</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>As above</p>	<p>As above</p>
<p>Staffing structure</p>	<p>As above</p>	<p>As above</p>
<p>Class 2 – What we spend and how we spend it (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>		
<p>Annual return form and report by auditor</p>	<p>Hard copy-contact clerk</p>	<p>20p per sheet plus postage</p>

Finalised budget	As above	As above
Precept	As above	As above
Financial Standing Orders and Regulations	As above	As above
Grants given and received	As above	As above
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	As above	As above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard copy- contact clerk	Free 20p per sheet plus postage
Annual Report to Parish or Community Meeting	As above	As above
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and parish meetings)	Hard copy- contact clerk	20p per page plus postage
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy- contact clerk	Free 20p per sheet plus postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy- contact clerk	20p per sheet plus postage
Responses to consultation papers	Hard copy- contact clerk	20p per sheet

		plus postage
Responses to planning applications	As above	As above
Bye-laws	As above	As above
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Hard copy- contact clerk	20p per sheet plus postage
Complaints, including requests for information	Hard copy- contact clerk	20p per sheet plus postage
Information security policy	As above	As above
Records management policies (records retention, destruction and archive)	As above	As above
Data protection policies	Hard copy- contact clerk	20p per sheet plus postage
Schedule of charges for the publication of information)	As above	As above
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	

Any publicly available register or list	Inspection- contact clerk	Free
Assets Register	As above	As above
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)	As above	As above
Register of members' interests	As above	As above
Register of gifts and hospitality	As above	As above
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	Hard copy- contact clerk	20p per sheet + postage
Burial grounds	Inspection/hard copy- contact clerk	20p per sheet plus postage
Town Hall	Hard copy- contact clerk	20p per sheet plus postage
Parks, playing fields and recreational facilities	As above	As above
Seating, litter bins, memorials, lighting and other items	As above	As above
Bus shelters	As above	As above
Agency agreements	As above	As above

Contact details: Parish Clerk, Deddington Parish Council, Windmill Centre, Hempton Road, Deddington, Oxford OX15 0QH. Tel: 01869 337447 and e-mail: deddingtonparishcouncil@googlemail.com

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 @20p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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	Cemetery fees	As set by council based on comparative exercise

* the actual cost incurred by the public authority

Reviewed – March 2019