

FILLONGLEY PARISH COUNCIL



PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		15p per sheet
Who's who on the Council	Website, Parish notice boards or hard copy	15p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Parish notice boards or hard copy	15p per sheet
Staffing structure	Website, Parish notice boards or hard copy	15p per sheet
Class 2 – What we spend and how we spend it (Current and previous financial year as a minimum)		15p per sheet
Annual return form and report by auditor	Website or Hard copy	15p per sheet
Finalised budget	Hard copy	15p per sheet
Precept	Hard copy	15p per sheet
Financial Standing Orders and Regulations	Hard copy or website	15p per sheet
Grants given and received	Hard copy	15p per sheet
List of current contracts awarded and value of contract	Hard copy	15p per sheet
Members' allowances and expenses	Hard copy	15p per sheet

Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Website	15p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	15p per sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines	Available from NWBC	
Class 4 – How we make decisions		
Timetable of meetings	Website	15p per sheet
Agendas of meetings	Website	15p per sheet
Minutes of meetings. – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	15p per sheet
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	15p per sheet
Responses to consultation papers	Hard copy	15p per sheet
Responses to planning applications	Email/Hard copy	15p per sheet
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of council business:		
FPC Standing Orders	Hard copy or website	15p per sheet
FPC Code of Conduct	Hard copy or website	15p per sheet
FPC Publication Scheme	Hard copy or website	15p per sheet
Risk Assessment Policy	Hard copy or website	15p per sheet
FPC Social Media Policy	Hard copy or website	15p per sheet
FPC Privacy Notice	Hard copy or website	15p per sheet

Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Policies and procedures for handling requests for information FPC Complaints procedures	N/A N/A Hard copy or website	15p per sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Class 6 – Lists and Registers 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)	Electoral Role - NWBC	
Assets Register	Hard Copy	15p per sheet
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)	N/A	
Register of members' interests	Website /NWBC	
Register of gifts and hospitality	Available from NWBC	
Class 7 – The services we offer		
Allotments	Website	
Burial ground	Website	
Village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, memorials		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	

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 @ 15p per sheet (black & white)	Actual cost- paper, printing, time.
	Photocopying @ 25p per sheet (colour)	Actual cost- paper, printing, time.
	Postage	Actual cost of Royal Mail standard 2 nd class

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