

Information available from Ockley Parish Council under the model publication scheme

Website: www.ockley-parishcouncil.co.uk

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>Website www.ockley-parishcouncil.co.uk</p>	
<p>Who's who on the Council and its Committees</p>	<p>Hard copy Contact Clerk</p> <p>Website</p>	<p>10p/ sheet</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy Contact Clerk</p> <p>Website</p>	<p>10p/ sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>n/a</p>	
<p>Staffing structure</p>	<p>n/a</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) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact Clerk Website	10p/sheet
Finalised budget	Hard copy – contact Clerk	10p/sheet
Precept	Hard copy – contact Clerk	10p/sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy Electronic copy Contact Clerk	10p/sheet free
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy Electronic copy Contact Clerk	10p/sheet free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Electronic copy Contact Clerk	10p/sheet free

Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Contact Clerk Website	10p/sheet
Agendas of meetings (as above)	Hard copy Contact Clerk Website	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Contact Clerk Website	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Electronic copy Contact Clerk	10p/sheet free
Responses to consultation papers	Hard copy Electronic copy Contact Clerk	10p/sheet free
Responses to planning applications	Hard copy Electronic copy contact Clerk	10p/sheet free
Bye-laws	n/a	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders*</p> <p>Committee and sub-committee terms of reference*</p> <p>Delegated authority in respect of officers n/a</p> <p>Code of Conduct*</p> <p>Policy statements n/a</p>	<p>* Hard/electronic copy Contact Clerk</p>	<p>10p/ sheet Hard copy</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>n/a n/a n/a n/a n/a Hard/electronic copy Contact Clerk</p>	<p>10p/ sheet Hard copy</p>
<p>Information security policy</p>	<p>Hard/electronic copy Contact Clerk</p>	<p>10p/ sheet Hard copy</p>

Records management policies (records retention, destruction and archive)	Hard/electronic copy Contact Clerk	10p/ sheet Hard copy
Data protection policies	Hard/electronic copy Contact Clerk	10p/ sheet Hard copy
Schedule of charges (for the publication of information)	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)	n/a	
Asset Register	Hard copy Electronic copy Contact Clerk	10p/sheet free
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	Hard copy Contact Clerk MVDC website	10p/sheet
Register of gifts and hospitality	n/a	
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		
Allotments	n/a	

Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	n/a	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Play area at village hall	Inspection Reports Hard copy Contact Clerk	10p/sheet

Contact details:

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Website: www.ockley-parishcouncil.co.uk

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 @ 10p per A4 sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority