

## Information available from Deddington Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Website</p> <p>Hard copy- contact clerk</p>	<p>Free</p> <p>20p per sheet plus postage</p>
Who's who on the Council and its Committees	As above	As above
Contact details for Parish Clerk and Council members	As above	As above
Location of main Council office and accessibility details	As above	As above
Staffing structure	As above	As above
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Web site or hard copy - contact clerk	20p per sheet plus postage
Finalised budget	Contact clerk	As above
Precept	As above	As above
Financial Standing Orders and Regulations	Web site or hard copy – contact clerk	As above

Grants given and received	Hard copy – contact clerk	As above
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	As above	As above
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum.</p>		
Parish Plan	Web site Hard copy- contact clerk	Free 20p per sheet plus postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As above	As above
<p><b>Class 4 – How we make decisions</b>  (Decision making process and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and parish meetings)	Web site or 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
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols for delivering our services and responsibilities)</p> <p>Current information only</p>		
Policies and procedures for the conduct of council business:  Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Web site or hard copy- contact clerk	20p per sheet plus postage
Policies and procedures for the conduct of council business:  Internal instructions to staff and policies relating to the delivery of services. Equality and diversity policy Health and Safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy- contact clerk	20p per sheet plus postage
Information security policy	Hard copy – contact clerk	As above
Records management policies (records retention, destruction and archive)	Web site or hard copy – contact clerk	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
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; 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)	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	Cherwell District Council web site	Free
Register of gifts and hospitality	Hard copy – contact clerk	As above
<b>Class 7 – The Services we Offer</b> (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
Parks, playing fields and recreational facilities	As above	As above
Seating, litter bins, memorials and lighting	As above	As above
Bus shelters	As above	As above
Agency agreements	As above	As above
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

**Contact details: Lorraine Watling, Parish Clerk, Deddington Parish Council, Windmill Centre, Hempton Road, Deddington, Oxford OX15 0QH. Tel: 01869 337447 and e-mail: [deddingtonparishcouncil@googlemail.com](mailto:deddingtonparishcouncil@googlemail.com)**

#### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @20p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Cemetery fees	As set by council based on comparative exercise

\* the actual cost incurred by the public authority