

## Information available from Toft Parish/Community Council under the model publication scheme

This Parish Council will endeavour to make as much information as possible available under this scheme however, on occasion other Acts such as the Data Protection Act or the exemptions in the Freedom of Information Act have to be considered prior to information being released and sometimes it may be necessary for information to be withheld or redacted.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Hard copy and website	Free
Who's who on the Council	Noticeboard and website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Noticeboard and website	Free
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Clerk/RFO only	
<b>Class 2 — What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Hard copy	10p per sheet
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval letter	Hard copy	10p per sheet
Financial Standing Orders and Regulations	Hard copy	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Not applicable	

<b>Class 3 — What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or website)	
Parish Plan (current and previous year as a minimum)	Electronic copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p per sheet
Quality status	Not yet applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 — How we make decisions</b> (Decision making processes and records of decisions)	(Hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council)	Monthly	
Agendas of meetings (as above)	Published on noticeboard	
Minutes of meetings (as above) — nb this will exclude information that is properly regarded as private to the meeting.	Noticeboard and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy of written reports	10p per sheet
Responses to consultation papers	Hard (or electronic) copy	Free
Responses to planning applications	Electronic copy	Free
Bye-laws	Not applicable	
<b>Class 5 — Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Hard copy Not applicable To be drafted SCDC model Communication	10p per sheet   10p per sheet
Policy statements		

Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	To be prepared	
Equality and diversity policy	To be prepared	
Health and safety policy	To be prepared	
Recruitment policies (including current vacancies)	To be prepared	
Policies and procedures for handling requests for information	To be prepared	
Complaints procedures (including those covering requests for information and operating the publication scheme)	To be prepared	
Information security policy	To be prepared	
Records management policies (records retention, destruction and archive)	In preparation	
Data protection policies	To be prepared	
Schedule of charges (for the publication of information)	Attached below	
<b>Class 6 — Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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 list	Access only
Assets Register	Hard copy	10p 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)	Not held	
Register of members' interests	Hard copy	10p per sheet
Register of gifts and hospitality	Not applicable	
<b>Class 7 — The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	

Parks, playing fields and recreational facilities	Electronic copy	Free
Seating, litter bins, <del>memorials</del> and lighting	Hard copy	10p per sheet
Bus shelters	Hard copy	10p per sheet
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is Not applicable entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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 Clerk to Toft Parish Council  
 Tel: 01954 210241  
 Email: [clerk@toft.org.uk](mailto:clerk@toft.org.uk) or [toftpc@lqs-services.co.uk](mailto:toftpc@lqs-services.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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ current rate 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

\* the actual cost incurred by the public authority