Information available from Foston & Scropton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Hard copy – contact Clerk	10p/sheet
Contact details for Parish Clerk and Council members	Hard copy – contact Clerk	10p/sheet
Location of main Council office and accessibility details	Hard copy – contact Clerk	10p/sheet
Staffing structure	Hard copy – contact Clerk	10p/sheet
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy – contact Clerk	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 – contact Clerk	10p/sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet
Class 3 – What our priorities are and how we are doing		
Parish Plan	N/A	
Annual Report to Parish	Hard copy – contact Clerk	10p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Timetable of meetings	Hard copy – contact Clerk	10p/sheet
Agendas of meetings	Hard copy – contact Clerk	10p/sheet
Minutes of meetings	Hard copy – contact Clerk	10p/sheet
Reports presented to council meetings	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Hard copy – contact Clerk	10p/sheet
Bye-laws	Hard copy – contact Clerk	10p/sheet
Class 5 – Our policies and procedures		

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Hard copy – contact Clerk 10p/sheet	Policies and procedures for the conduct of council business:		
Committee and sub-committee terms of reference Delegated authority in respect of officers Hard copy – contact Clerk 10p/sheet 10p/sheet Hard copy – contact Clerk 10p/sheet	Procedural standing orders	Hard copy contact Clark	10p/shoot
Delegated authority in respect of officers Code of Conduct Hard copy – contact Clerk 10p/sheet 10p/sheet Policies and procedures for the provision of services and about the employment of staff: Internal-policies relating-to the delivery-of-services Equality and diversity policy Health and safety-policy Records management policies (including ourrent-vacancies) Policies and procedures (including requests for information Complaints procedures (including frequests for information and operating the publication scheme) Information and operating the publication scheme) Information security-policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information) Class 6 – Lists and Registers Any publicly available register or list (if any are held this should be publicable, in most circumstances existing access provisions will suffice) Assets Register Assets Register Assets Register Assets Register of the provision of the public and businesses) Register of members' interests Register of gifts and hospitality Class 7 – The services we offer (Information about the services we	Frocedural standing orders	Tiard copy – contact clerk	Top/sneet
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Public conveniences N/A			
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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	N/A	
This will provide Councils with the opportunity to publish		
information that is not itemised in the lists above		

Contact details:

Richard Smith
Clerk to Foston & Scropton Parish Council
21 Wyston Brook
Hilton
Derbyshire
DE65 5JB

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 sheet (black & white)	Actual cost 7.0p
	Photocopying @p per sheet (colour)	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

^{*} the actual cost incurred by the public authority