

Information available from Odstock Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost of Copy
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees		£1 then 50p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Richard Parsons – Tel: 01794-341405 E-Mail: OPC@SP5.INFO	
Location of main Council office and accessibility details	27 West Dean, Salisbury. SP5-1JQ	
Staffing structure	Parish Clerk is also the RFO	
<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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Contact the Parish Clerk	£1 then 50p per sheet
Finalised budget	Contact the Parish Clerk	£1 then 50p per sheet
Precept	Contact the Parish Clerk	£1 then 50p per sheet
Borrowing Approval letter	Contact the Parish Clerk	£1 then 50p per sheet
Financial Standing Orders and Regulations	Contact the Parish Clerk	£1 then 50p per sheet
Grants given and received	Contact the Parish Clerk	£1 then 50p per sheet
List of current contracts awarded and value of contract	Contact the Parish Clerk	£1 then 50p per sheet
Members' allowances and expenses	Contact the Parish Clerk	£1 then 50p per sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Available free on website or hard copy	£1 then 50p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available free on website or hard copy	£1 then 50p per sheet
Quality status	Available free on website or hard copy	£1 then 50p per sheet
Local charters drawn up in accordance with DCLG guidelines	Available free on website or hard copy	£1 then 50p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available free on website or hard copy	£1 then 50p per sheet
Agendas of meetings (as above)	Available free on website or hard copy	£1 then 50p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Available free on website or hard copy	£1 then 50p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Available free on website or hard copy	£1 then 50p per sheet
Responses to consultation papers	Available free on website or hard copy	£1 then 50p per sheet
Responses to planning applications	Available free on website or hard copy	£1 then 50p per sheet
Bye-laws	Not Applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Contact the Clerk with specific requests for any policies</p>	<p>£1 then 50p per sheet</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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Contact the Clerk with specific requests for any policies</p>	<p>£1 then 50p per sheet</p>
<p>Information security policy</p>	<p>Contact the Parish Clerk</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Contact the Parish Clerk</p>	
<p>Data protection policies</p>	<p>Contact the Parish Clerk</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Appended to this Document</p>	
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets Register</p>	<p>Contact the Parish Clerk</p>	
<p>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)</p>	<p>Not Applicable</p>	
<p>Register of members' interests</p>	<p>Contact the Parish Clerk</p>	
<p>Register of gifts and hospitality</p>	<p>Contact the Parish Clerk</p>	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Not Applicable	
Burial grounds and closed churchyards	Contact the Parochial Church Council	
Community centres and village halls	Contact the Radnor Hall Committee	
Parks, playing fields and recreational facilities	Contact the Parish Clerk	
Seating, litter bins, clocks, memorials and lighting	Contact the Parish Clerk	
Bus shelters	Contact the Parish Clerk	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Parish Clerk and RFO: Richard Parsons at 27 West Dean, Salisbury, Wiltshire. SP5-1JQ
Tel: 01794-341405 Fax: 0870-7064179 E-mail: OPC@SP5.INFO**

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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 @ £1 first sheet then 50p per sheet (black & white)	Actual cost of stationery & administration time & postage *
	Photocopying @ ..p per sheet (colour)	Not available
	Postage and administrative costs	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	In accordance with the relevant legislation	Freedom of Information Act 2000, Part 1, Section 8 and the Office of the Information Commissioner Fees Regulations Guidance notes v.2.0 dated 26-Jun-2009 – http://sp5.org/foi-fees/ refers.
Other		

* the actual cost incurred by the public authority