

TRUNCH PARISH COUNCIL

FREEDOM OF INFORMATION ACT

PUBLICATION SCHEME

Information available from Trunch Parish Council under the publication scheme

NOTE: Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule Page 7.

The Clerk's contact details are also on Page 7.

Some documents are available from the website www.trunchparishcouncil.co.uk

| Information to be published | How the information can be obtained | Cost |
|--|---|---|
| <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> | | See costs on Page 7 for hard copies of documents in Class 1 |
| Who's who on the Council and its Committees | Council Members' details on website and noticeboards | |
| Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used)) | Clerk's contact details are on Page 7 Clerk and Council Members' details on website and noticeboards | |
| Location of main Council office and accessibility details | Office details on website | |
| Staffing structure | The Clerk is the sole employee | |
| <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> | | See costs on Page 7 for hard copies of documents in Class 2 |
| Annual return form and report by auditor | Hard copy or website | |

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| Finalised budget | Hard copy of website | |
| Precept | Hard copy or website | |
| Financial Standing Orders and Regulations | Hard copy or website | |
| Grants given and received | Hard copy or website | |
| List of current contracts awarded and value of contract | Hard copy or website – see minutes | |
| Members' allowances and expenses | N/A | |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | See costs on Page 7 for hard copies of documents in Class 3 |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | N/A | |

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| Class 4 – How we make decisions (Decision making processes and records of decisions) | | See costs on Page 7 for hard copies of documents in Class 4 |
| Timetable of meetings for the Council | Hard copy, website or noticeboard | |
| Agendas of meetings (as above) | Hard copy, website or noticeboard | |
| Minutes of meetings (as above) NB This will exclude information that is properly regarded as private to the meeting | Hard copy or website | |

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| Reports presented to council meetings NB This will exclude information that is properly regarded as private to the meeting | Hard copy or website | |
| Responses to consultation papers | Hard copy or website – see minutes | |
| Responses to planning applications | Hard copy or website – see minutes | |
| Bye-laws | N/A | |

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| Class 5 – Our Policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | | See costs on Page 7 for hard copies of documents in Class 5 |
| Procedural standing orders Financial Regulations Code of Conduct | Hard copy or website Hard copy or website Hard copy or website | |
| Equal Opportunities Policy Health and Safety Policy F.O.I. Publication Scheme Complaints Procedure Child Protection Policy | Hard copy or website Refer risk assessment Hard copy or website Hard copy or website Hard copy or website | |
| Training Policy Planning Policy Protocol for dealing with press and public Environment Policy | Hard copy or website Hard copy or website Hard copy or website Hard copy or website | |

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| Information Security Policy | Specified in Risk Assessment – hard copy or website | |
| Records management policies (records retention, destruction and archive) | N/A | |
| Data Protection Policies | No data not in public domain | |
| Schedule of charges (for the publication of information) | See page 7 | |

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| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy of website, some information may only be available by inspection) | See costs on Page 7 for hard copies of documents in Class 6 |
| Any publicity available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | N/A | |
| Assets Register | Hard copy or website | |
| 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 of website | |
| Register of gifts and hospitality | Via Clerk for inspection only | |

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| 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 | NOTE: Some information may only be available by inspection | See costs on Page 7 for hard copies of documents in Class 7 |
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|---|----------------------|--|
| Allotments | N/A | |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | N/A | |
| Parks, playing fields and recreational facilities | Hard copy or website | |
| Seating, litter bins, clocks, memorials and lighting | No publication | |
| Bus shelters | No publication | |
| 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 | |
| Ceremonies | N/A | |
| Additional Information Information that is not itemised in the lists above:- | N/A | |

Contact Details:- Clerk Mrs Julie Chance FSLCC
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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 @ 10p per A4 Sheet (black & white) | Actual cost |
| | Photocopying @ 20p per A3 Sheet (black & white) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation |

Last Review February 2019

Next Review February 2020