

Information available from Aslockton Parish Council under the model publication scheme Adopted

This document gives examples of the kinds of information that Aslockton Parish Council provides in order to meet its commitments under the model publication scheme.

Aslockton Parish Council makes the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Most documents are be available on the website and can be downloaded free of charge. Hard copies will only be made available on request following receipt of payment of any relevant charges.

<p>Class1 - 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>	<p>Website: Home - Aslockton Parish Council (aslockton-pc.org.uk)</p>	<p>free</p>
<p>Who's who on the Council and its Committees</p>	<p>Website/Notice board</p>	<p>free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Website/notice board</p>	<p>free</p>
<p>Location of main Council office and accessibility details</p>	<p>Website/Notice board</p>	<p>free</p>
<p>Staffing structure</p>	<p>Website</p>	<p>free</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)

Current and previous financial year as a minimum

Annual return form and report by auditor	Website/Notice board/hard copy	Fee
Finalised budget	Website	free
Precept	Website	free
Borrowing Approval letter	N/A	Fee
Financial Standing Orders and Regulations	Website	free
Grants given and received	Accounts on website	Fee
List of current contracts awarded and value of contract	N/A	Fee
Members' allowances and expenses	N/A	Fee
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)	N/A	free
Annual Report to Parish Meeting (current and previous year as a minimum)	Website where available	free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions
 (Decision making processes and records of decisions)

(hard copy or website)

Current and previous council year as a minimum

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice board	free
Agendas of meetings (as above)	Website/Notice board	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website	free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	free
Responses to consultation papers	Hard Copy	fee
Responses to planning applications	RBC Website	free
Bye-laws	Hard Copy are there any?	
Class 5 – Our policies and procedures (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:	Website	free
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers	N/A	
Code of Conduct Policy statements	Website	f free

<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>Website where applicable</p> <p>Website where applicable</p>	<p>free</p>
<p>Information security policy</p>	<p>N/A</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>website</p>	<p>free</p>
<p>Data protection policies</p>	<p>website</p>	<p>free</p>
<p>Schedule of charges (for the publication of information)</p>	<p>website</p>	<p>free</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>Website</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>N/A</p>	
<p>Register of members' interests</p>	<p>Website</p>	<p>free</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy</p>	<p>Fee</p>
<p>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</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Website</p>	

Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
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	

Contact details:

Aslockton Parish Council, Anne Daly. The Green, Devon Lane, Bottesford, Nottingham NG13 OBZ

Tel.: 07873 886585, Email clerk@aslockton-pc.org.uk , Web: [Home - Aslockton Parish Council \(aslockton-pc.org.uk\)](http://Home - Aslockton Parish Council (aslockton-pc.org.uk))

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £0.25 per page (black & white)	Actual cost incl. labour*
	Photocopying @ £0.35 per page (colour)	Actual cost incl. labour *
	Postage + £1.50	Actual cost of Royal Mail standard 2 nd class + stationery
Statutory Fee		In accordance with the relevant legislation

* the actual cost incurred by the public authority