

Guide to Information available from Mepal Parish Council under the FOI Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council	Parish website Parish Council Noticeboard Hard Copy	Free of Charge Free of Charge 10p per copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish website Parish Council Noticeboard Hard Copy	Free of Charge Free of Charge 10p per copy
Location of main Council office	Parish website Parish Council Noticeboard Hard Copy	Free of Charge Free of Charge 10p per copy
Staffing structure	Not applicable	Not applicable
<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>		
Annual return form and report by auditor	Hard Copy	60p per copy
Finalised budget	Website Hard Copy	Free of charge 10p per sheet

Precept	Website Hard Copy	Free of Charge 10p per sheet
Borrowing Approval letter	Hard Copy	10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free of Charge 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	Hard Copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard Copy	Free of Charge £1 per copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard Copy	Free of Charge 10p per sheet
Quality status	Not applicable	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable	Not applicable
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Parish Council Noticeboard Hard Copy	Free of Charge Free of Charge 10p per copy
Agendas of meetings (as above)	Website Parish Council Noticeboard Hard Copy	Free of Charge Free of Charge 10p per sheet

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Parish Council Noticeboard Hard Copy	Free of Charge Free of Charge 10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per sheet
Responses to consultation papers	Hard Copy	10p per sheet
Responses to planning applications	Hard Copy	10p per sheet
Bye-laws	Not applicable	Not applicable
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Code of Conduct Policy statements</p>	Website Hard Copy	Free of Charge 10p per sheet
<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</p> <p>Recruitment policies (including current vacancies) Policies and procedures for handling requests for information</p>	<p>Not applicable Not applicable Website/Hard Copy</p> <p>Not applicable Website/Hard Copy</p> <p>Website/Hard Copy</p>	<p>Not applicable Not applicable Free of Charge/10p per sheet</p> <p>Not applicable Free of Charge/10p per sheet</p> <p>Free of Charge/10p per sheet</p>

Complaints procedures (including those covering requests for information and operating the publication scheme)		sheet
Information security policy	Not applicable	Not applicable
Records management policies (records retention, destruction and archive)	Not applicable	Not applicable
Data protection policies	Not applicable	Not applicable
Schedule of charges (for the publication of information)	Website Hard Copy	Free of Charge 10p per sheet
Class 6 - Lists and Registers		
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)	Hard Copy	10p per sheet
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 applicable	Not applicable
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy	10p per sheet
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		
Allotments	Not applicable	Not applicable
Burial grounds and closed churchyards	Not applicable	Not applicable
Community centres and village halls	Website Hard Copy	Free of Charge 10p per sheet
Parks, playing fields and recreational facilities	Website Hard Copy	Free of Charge 10p per sheet

Seating, litter bins, clocks, memorials and lighting	Website Hard Copy	Free of Charge 10p per sheet
Bus shelters	Not applicable	Not applicable
Markets	Not applicable	Not applicable
Public conveniences	Not applicable	Not applicable
Agency agreements	Hard Copy	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	Not applicable
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Annual Report	Website Hard Copy	Free of Charge 50p per copy
Parish Newsletter	Website Hard Copy	Free of Charge 10p per sheet

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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 sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Locating information or documentation, retrieving and extracting the information or documentation.	£25.00 per hour

* the actual cost incurred by the public authority