

Information available from Farringdon Parish Council under the model Publication scheme

Information to be published	How the information can be obtained (hard copy and/or website)	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only	Hard copy Website	10p per A4 B & W sheet Free
Who's who on the Council and its Committees	Hard copy Website	10p per A4 B & W sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website	10p per A4 B & W sheet Free
Location of main Council office and accessibility details	Hard copy Website	10p per A4 B & W sheet Free
Staffing structure	Hard copy Website	10p per A4 B & W sheet Free
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	Hard copy Website	10p per A4 B & W sheet Free
Annual return form and report by auditor	Hard copy Website	10p per A4 B & W sheet Free
Finalised budget	Hard copy Website	10p per A4 B & W sheet Free
Precept	Hard copy Website	10p per A4 B & W sheet Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations and Financial Risk Assessment	Hard copy Website	10p per A4 B & W sheet Free
Grants given and received	Hard Copy	10p per A4 B & W sheet
List of current contracts awarded and value of contract	Hard Copy	10p per A4 B & W sheet
Members' allowances and expenses	Hard Copy	10p per A4 B & W sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard Copy	10p per A4 B & W sheet
Parish Plan and Village Design Statement	Hard Copy	10p per A4 B & W sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Website	10p per A4 B & W sheet Free
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) Current and previous council year as a minimum	Hard copy Website	10p per A4 B & W sheet Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	10p per A4 B & W sheet Free
Agendas of meetings (as above)	Hard copy Website	10p per A4 B & W sheet Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p per A4 B & W sheet Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p per A4 B & W sheet Free

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy	10p per A4 B & W sheet
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy	10p per A4 B & W 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 Safety Inspection Records 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)	Hard copy	10p per A4 B & W sheet
Information security policy	Hard copy	10p per A4 B & W sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p per A4 B & W sheet
Data protection policies	Hard copy	10p per A4 B & W sheet

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Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy	10p per A4 B & W sheet
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 A4 B & W sheet
Assets Register	Hard copy	10p per A4 B & W 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)	Hard copy	10p per A4 B & W sheet
Register of members' interests	Hard copy	10p per A4 B & W sheet
Register of gifts and hospitality	Hard copy	10p per A4 B & W 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	Hard copy	10p per A4 B & W sheet
Closed churchyards	Hard copy	10p per A4 B & W sheet
Community centres and village halls Parks, playing fields and recreational facilities	Hard copy	10p per A4 B & W sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per A4 B & W sheet

Bus shelters	Hard copy	10p per A4 B & W sheet
Agency agreements	Hard copy	10p per A4 B & W sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p per A4 B & W sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Members declaration of acceptance of office	Hard Copy	10p per A4 B & W sheet