EAST FARNDON PARISH COUNCIL PUBLICATION SCHEME

It is a duty for parishes, under the Freedom of Information Act, to publish information to the public. East Farndon Parish Council adopted the Publication Scheme Policy at its meeting held on 9 March 2021 and it will be reviewed and updated on an annual basis.

We are committed to making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us. Our scheme for publishing information (either in print or on the web) commits us:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.
- All commercially sensitive information e.g. quotations, tenders, loan documentation and insurance policies.

In accordance with the provisions of the Freedom of Information Act 2009, the scheme specifies the classes of information as detailed below. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

The vast majority of information is available via the Parish Council's website at https://eastfarndon.org/parish-council/.

INFORMATION TO BE PUBLISHED	HOW INFORMATION CAN BE OBTAINED	COST
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees (NB: Committee membership confirmed in minutes of May Annual General Meeting of the Parish Council)	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
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.		
Annual return form and report by auditor	Website	Free
Finalised budget (NB: Finalised budget confirmed in minutes of January meetings)	Website	Free
Precept (NB: Precept confirmed in Annual return form)	Website	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	Free
Grants given and received (NB: Details in minutes of meetings)	Website	Free
List of current contracts awarded and value of contract (NB: Details in minutes of meetings)	Website	Free
Members' allowances and expenses (NB: No allowances; approved expenses confirmed in minutes of meetings)	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year.		
Parish Plan	N/A	
Annual Report to Parish Meeting (current and previous year as a minimum) (NB: In minutes of Annual Meeting of the Parish)	Website	Free
Quality status	N/A	

INFORMATION TO BE PUBLISHED	HOW INFORMATION CAN BE OBTAINED	COST
Local charters drawn up in accordance with DCLG guidelines	N/A	
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 and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website and on noticeboard	Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings – this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers (NB: Details in minutes of meetings)	Website	Free
Responses to planning applications (NB: Details in minutes of meetings)	Website	Free
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
Policies and procedures for the conduct of Council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website	Free

INFORMATION TO BE PUBLISHED	HOW INFORMATION CAN BE OBTAINED	COST
Policies and procedures for the provision of services and about the employment of staff: Policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	Website	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website (see below)	Free
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)	N/A	
Assets register (NB: Year end asset register available for free on website)	On request from the Parish Clerk	Free via email; otherwise 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)	N/A	
Register of members' interests	Available on Local Authority website	Free
Register of gifts and hospitality	On request from the Parish Clerk	Free via email; otherwise 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	N/A	
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	N/A	

INFORMATION TO BE PUBLISHED	HOW INFORMATION CAN BE OBTAINED	COST
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Website, and on request from the Parish Clerk	Free via email; otherwise 10p per sheet
Bus shelters	On request from the Parish Clerk	Free via email; otherwise 10p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website	Free
Additional Information		
Tree Protection Order information	Website	Free
Parish Footpath map	Website	Free

Contact details:

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SCHEDULE OF CHARGES

Charges for printing and postage (if necessary) apply for requests for physical copies of material. These may also incur the cost of the Clerk's time if the request for physical copies. You will be advised of any charges for providing physical copies of material, which must be paid before the request will be met.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p per sheet (black & white)	Printing costs
	Photocopying @ 10p per sheet (colour)	Printing costs
	Postage	Actual cost of Royal Mail standard 2nd class
Clerk's Time	£11.30 per hour	Local Government Salary rate. Minimum charge one hour