

Information available from *Exning* Parish Council under the model publication scheme

Exning Parish Council is required, under the Freedom of Information Act 2000, to produce a publication scheme for information availability. The following Core Classes, as set down by the Information Commissioner's Office (ICO), were adopted by Exning Parish Council at the Parish Council Meeting on 27th June 2012

Information to be published	How the information can be obtained	Cost
Class1 - 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	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	See Schedule of Charges
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Location of main Council office and accessibility details	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Staffing structure	Hard copy from The Clerk Email	
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: www.exning-pc.gov.uk Hard copy from The Clerk Email	See Schedule of Charges

Finalised budget	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Precept	Hard copy from The Clerk Email Minutes on website	
Borrowing Approval letter	Hard copy from The Clerk Email	
Financial Standing Orders and Regulations	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Grants given and received	Minutes on website	
List of current contracts awarded and value of contract	Hard copy from The Clerk	
Members' allowances and expenses	Hard copy from The Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	See Schedule of Charges
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes on website	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	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: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Agendas of meetings (as above)	Website: www.exning-pc.gov.uk	

	Hard copy from The Clerk Email	See Schedule of Charges
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from The Clerk Email	
Responses to consultation papers	Hard copy from The Clerk Email	
Responses to planning applications	Hard copy from The Clerk Email Minutes on website	
Bye-laws	Hard copy from The Clerk Email	
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 (including Financial Standing Orders) Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	See Schedule of Charges
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 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)	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Information security policy	Website: www.exning-pc.gov.uk Hard copy from The Clerk	

	Email	
Records management policies (records retention, destruction and archive)	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Data protection policies	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Schedule of charges (for the publication of information)	On this document	
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 from The Clerk	See Schedule of Charges
Assets Register	Website: www.exning-pc.gov.uk Hard copy from The Clerk Email	
Register of members' interests	Hard copy from The Clerk WSC website	
Register of gifts and hospitality	Hard copy from The Clerk	
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 Contact: Exning Allotment Association	
Burial grounds and closed churchyards	Website: www.exning-pc.gov.uk Hard copy from The Clerk (where possible: some information may need to be viewed in person by	See Schedule of Charges

	prior arrangement with The Clerk)	
Community centres and village halls	Not applicable Contact: Exning Community Church Hall	
Recreation Ground and Children's Play Area	Contact The Clerk	
Seating, dog bins, memorials, lighting, bus shelters	Contact The Clerk	

Contact details:

Clerk to Exning Parish Council

Mrs C Whitaker

Tel: 01638 577461 Email: clerk@exning-pc.gov.uk

SCHEDULE OF CHARGES

Those items on websites are available free of charge. Wherever possible, The Clerk will email documents free of charge. The following table lists the costs required in advance for providing hard copies of information.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying/printing @ 15p per sheet	Cost covers photocopier & printer ink, stationery costs, electricity and Clerk's time costs
	Postage (variable)	Actual cost of Royal Mail standard 2 nd class