

Information available from Pidley cum Fenton Parish Council under the model publication scheme

| 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, Hard Copy, email | Free/10p per copy plus postage |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website, Hard Copy, Email | Free/10p per copy plus postage |
| Location of main Council office and accessibility details | Website, Hard Copy, Email | Free/10p per copy plus postage |
| Staffing structure | Website, Hard Copy, Email | Free/10p per copy plus postage |
| 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 | Hard Copy, email, website | Free/10p per copy plus postage |
| Finalised budget | Hard Copy, email, website | Free/10p per copy plus postage |
| Precept | Hard Copy, email | Free/10p per copy plus postage |
| Financial Standing Orders and Regulations | Hard Copy, email, website | Free/10p per copy plus postage |
| Grants given and received | Hard copy, email | Free/10p per copy plus postage |
| List of current contracts awarded and value of contract | Hard Copy, email | Free/10p per copy plus |

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| | | postage |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Email, Hard Copy, website | Free/10p per copy plus postage |
| 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) | Hard Copy, website, email | Free/10p per copy plus postage |
| Agendas of meetings (as above) | Hard Copy, website, email | Free/10p per copy plus postage |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy, website, email | Free/10p per copy plus postage |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy, email | Free/10p per copy plus postage |
| Responses to consultation papers | Hard Copy, email | Free/10p per copy plus postage |
| Responses to planning applications | Hard Copy, email | Free/10p per copy plus postage |
| 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 Delegated authority in respect of officers Code of Conduct Policy statements | Hard Copy, website Hard Copy Hard Copy, website Hard Copy, website | 10p per copy plus postage |
| Policies and procedures for the provision of services and about the employment of staff: | | |

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| Equality and diversity policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Website, hard copy Hard Copy, website Hard Copy, website | 10p per copy plus postage |
| Records management policies (records retention, destruction and archive) | Hard Copy | 10p per copy plus postage |
| Data protection policies | Hard Copy, website | 10p per copy plus postage |
| Schedule of charges (for the publication of information) | Website Hard Copy | 10p per copy plus postage |
| Assets Register | Hard Copy | 10p per copy plus postage |

Contact details:

Pidley cum Fenton Parish Council

9 Bramley Grove

Bluntisham

Huntingdon

Cambs

PE28 3XG

Tel 07725 308115

Email: pidleycumfenton@gmail.com

Website: www.pidleycumfenton.com

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 @ 4p per sheet (black & white) | Actual cost -10p |
| | Postage | Actual cost of Royal Mail standard 2 nd class |