

Information available from Ashurst & Colbury Parish Council under the Freedom of Information Act Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Hard copy or website. Hard copy or website.	0.00 0.00
List of Council members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies	Website or Noticeboards. Hard copy can be provided. Website. Hard copy can be provided.	0.00 0.00
Postal and email address	Website, Noticeboards, magazine.	0.00
Contact details for Parish Clerk and Council members	Website, Noticeboards, Magazine	0.00
Where possible, provide named contacts including contact phone numbers and email addresses	Website, Noticeboards, Magazine	0.00
Location of main Council office and accessibility details	Clerk works from home. Contact details on website, noticeboards, magazine	0.00
Staffing structure	Not applicable	0.00
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy or website. Hard copy or website. Hard copy or website.	0.00 0.00 0.00
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy or website.	0.00
Finalised budget	Hard copy, website, magazine.	0.00
Precept	Hard copy, website, magazine.	0.00
Borrowing Approval letter	Hard copy, website, magazine.	0.00
All items of expenditure above £100	Hard copy, website, magazine.	0.00
Financial Standing Orders and Regulations	Hard copy, website, magazine.	0.00
Grants given and received	Hard copy, website, magazine.	0.00
List of current contracts awarded and value of contract	Hard copy, website, magazine.	0.00
Members' allowances and expenses	N/A	0.00
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard copy, website, magazine.	0.00
Annual governance statement in format included in the Annual Return form	Hard copy, website.	0.00

Parish Plan	Hard copy, website, magazine.	0.00
Annual Report to Parish or Community Meeting	Hard copy, website.	0.00
Quality status		0.00
Local charters drawn up in accordance with DLUHC's guidelines		0.00
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy, website.	0.00
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy, website, magazine.	0.00
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy, website, magazine, Facebook	0.00
Agendas of meetings (as above)	Hard copy, website, magazine, Facebook	0.00
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy, website.	0.00
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy, website.	0.00
Responses to consultation papers	Hard copy.	0.00
Responses to planning applications	Hard copy.	0.00
Bye-laws	Hard copy, website.	0.00
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy, website.	0.00
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, website. Hard copy, website. Hard copy, website. Hard copy, website. Hard copy, website.	0.00
Policies and procedures for the provision of services and about the employment of staff: - Internal instructions to staff and policies relating to the delivery of services - Equality and diversity policy - Health and safety policy - Recruitment policies and details of current vacancies - Policies and procedures for handling requests for information - Complaints procedures (including those covering requests for information and operating the	Hard copy. Hard copy. Hard copy, website. Hard copy, website. Hard copy, website. Hard copy, website. Hard copy, website.	0.00

publication scheme)		
Records management, personal data and access to information policies	Hard copy, website.	0.00
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard copy, website.	0.00
Class 6 – Lists and Registers Currently maintained lists and registers only.	Hard copy or website; some information may only be available by inspection.	0.00
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		0.00
Assets register, including details of public land and building assets	Hard copy, website.	0.00
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy.	0.00
Register of members' interests	Hard copy, website.	0.00
Register of gifts and hospitality	Not applicable	0.00
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 or website; some information may only be available by inspection.	0.00
Allotments	Hard copy, website, magazine, Facebook	0.00
Burial grounds and closed churchyards	Not applicable	0.00
Community centres and village halls	Not applicable	0.00
Parks, playing fields and recreational facilities	Hard copy, website, magazine, Facebook	0.00
Seating, litter bins, clocks, memorials and lighting	Hard copy, website.	0.00
Bus shelters	Hard copy, website.	0.00
Markets	Not applicable	0.00
Public conveniences	Not applicable	0.00
Agency agreements	Not applicable	0.00
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Allotment Fees – website, hard copy	0.00
Additional Information Information not itemised in the lists above	Hard copy, website.	0.00

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 incurred
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	One copy of any available document will be supplied free of charge to any resident within the Parish of Ashurst and Colbury. Multiple copies of any available document will be supplied to any resident within the Civic Parish of Ashurst and Colbury on payment of the actual cost of copying and postage (copying at 10p per page - black and white and 15p per page – colour). Any single copy of any available document, or multiple copies of the same, will only be provided to any resident outside of the parish of Ashurst and Colbury or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.	

Contact details;

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