

**Information Available From Feckenham Parish Council Under The Model Publication Scheme:
Adopted 19 September 2013**

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council	website	free
Contact details for Parish Clerk and Council members (named contacts with telephone numbers)	website	free
Venue for meetings and accessibility details	website	free
<p>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)</p> <p>Current and previous financial year</p>		
Annual return form and report by auditor	website	free
Finalised budget	website	free

Precept – see budget	website	free
Financial Standing Orders and Regulations	website	free
Grants given and received	website	free
List of current contracts awarded and value of contract	hard copy contact the Clerk	£0.10 per page
Members' allowances and expenses - see budget	website	free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	hard copy contact the Clerk	on loan
Annual Report to Parish or Community Meeting (current and previous year)	website	free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year		
Timetable of meetings (Council meetings and parish meetings)	website	free
Agendas of meetings (as above)	website	free
Minutes of meetings (as above)	website	free
Reports presented to council meetings	Minutes on website/hard copy contact the Clerk	free/£0. 10 per page
Responses to consultation papers	Minutes on website/hard copy contact the Clerk	free/£0. 10 per page
Responses to planning applications	RBC website http://access.redditchbc.gov.uk/online-applications/	free

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: <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct 	website	free
Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services – see Financial Regulations	hard copy contact the Clerk Website	£0.10 per page free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	free
Schedule of charges (for the publication of information)	website	free
Delegated Schemes – see Standing Orders Appendix	website	free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register (see Accounts under FINANCE & ACCOUNTS)	website	free
Register of members’ interests	website	free
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		
Feckenham Village Amenity Trust (Allotments, The Square) Grit bins located throughout village Seats Droitwich Road Footpath Officers Lengthsman	hard copy contact the Clerk Contact Clerk Contact Clerk Contact Clerk Contact Clerk	£0.10 per page
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Written statements of particulars of employment Job descriptions	hard copy contact the Clerk hard copy contact the Clerk	£0.10 per page £0.10 per page

Contact details:

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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 £0.03
	Photocopying @10 p per sheet (colour)	Actual cost £0.05
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	£450.00	In accordance with the relevant legislation
Other		