

Information available from Foston Parish Council under the model publication scheme

Information to be published	Format	Cost
<p>Class1 - Contacts This will be current information only Who's who on the Council Contact details for Parish Clerk and Council members</p>	Hard copy Electronic copy Web	
<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) Current and previous financial year as a minimum Annual return form and report by auditor</p>	Hard copy Electronic copy Web	
Finalised budget	Hard copy Electronic copy	
Precept	Hard copy Electronic copy Web	
Financial Standing Orders and Regulations	Hard copy Electronic copy Web	
Grants given and received	Hard copy Electronic copy Web	
<p>Class 3 – What our priorities are, how we are doing</p>	Hard copy Electronic copy Web	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Local Council Award scheme		
<p>Class 4 – How we make decisions Current and previous council year as a minimum</p>	Hard copy Electronic copy Web	
Timetable of meetings (Council and parish meetings)	Hard copy Electronic copy Web	
Agendas of meetings (as above)	Hard copy Electronic copy Web	
Minutes of meetings (as above) – N.B. this will exclude	Hard copy	

information that is properly regarded as private to the meeting.	Electronic copy Web	
Responses to planning applications	Hard copy Electronic copy Web	
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Hard copy Electronic copy Web	
Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy Electronic copy Web	
Register of members' interests	Hard copy Electronic copy	
Register of gifts and hospitality	On request	
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	Queries answered on request	
Seating, litter bins, clocks, memorials and lighting; bus shelters		

**Contact details: Mrs W McCallin, (Clerk), Clensey House,
Dry Doddington, Newark NG23 5HT. Telephone: 01400 282001**

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 @ £1 per sheet (black & white)	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)