

DODDINGTON PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 (Publication Scheme 2009)

**Doddington Parish Council adopted the Model Publication Scheme on 15 December 2008.
The Scheme comes into force on 1st January 2009.**

Information available from Doddington Parish Council under the Model Publication Scheme is as follows.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website Hard copy from Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy from Clerk	Free 10p/sheet
Staffing structure	Contact Clerk	
<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 as a minimum</p>		

Annual return form and report by auditor	Hard copy from Clerk	20p/sheet
Finalised budget	Hard copy from Clerk	10p/sheet
Precept	Hard copy from Clerk	10p/sheet
Financial Standing Orders and Regulations	Website Hard Copy from Clerk	Free 10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/sheet
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)	Website Hard Copy from Clerk	Free 10p/sheet
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 Hard copy from Clerk	Free 10p/sheet
Agendas of meetings (as above)	Website Hard Copy from Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy from Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p/sheet
Responses to consultation papers	Hard copy from Clerk	10p/sheet
Responses to planning applications	Hard copy from Clerk	10p/sheet

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	Website	Free
Delegated authority in respect of officers	Hard Copy from Clerk	10p/sheet
Code of Conduct	Hard copy from Clerk	10p/sheet
Policy statements	Website	Free
	Hard Copy from Clerk	10p/ sheet
	Hard Copy from Clerk	10p/sheet
Policies and procedures for the provision of services and about the employment of staff:	Where applicable Hard copy	10p/sheet
Records management policies (records retention, destruction and archive)	Hard Copy from Clerk	10p/sheet
Schedule of charges (for the publication of information)	Hard Copy	10p/sheet
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)	Available by inspection – contact clerk	
Schedule of Items which are owned or for which the Parish Council has responsibility	Hard copy from Clerk	10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy from Clerk	10p/sheet
Register of members' interests	Available by inspection	

	contact 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		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

Contact details: Clerk to the Parish Council
Mrs W Licence 14 Trapfield Close, Bearsted Kent ME14 4HT 01622 739324
Website Link: www.doddingtonpc.kentparishes.gov.uk

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)	Typical cost
	Photocopying @ 20.p per sheet (colour)	Typical cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Stationery	Actual Cost