

## Information available from Fenny Compton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website	N/A
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and Compton Chronicle	N/A
Location of main Council office and accessibility details	N/A	-
Staffing structure	N/A	-
<p><b>Class 2 – What we spend and how we spend it</b> (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>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy - Contact the Clerk	5p/Sheet

Finalised budget	Hard copy – Contact the Clerk	5p Sheet
Precept	Hard copy – Contact the Clerk Minutes – Website	5p Sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy – Contact the Clerk	5p Sheet
Grants given and received	Hard copy – Contact the Clerk Minutes – Website	5p Sheet
List of current contracts awarded and value of contract	Hard copy – Contact the Clerk	5p Sheet
Members' allowances and expenses	Hard copy – Contact the Clerk	5p Sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard copy – Contact the Clerk	5p/Sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Parish Meeting Minutes - Website Hardcopy – Contact the Clerk	N/A 5p/Sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and	Website	Free

parish meetings)	Hard copy – Contact the Clerk	5p/Sheet
Agendas of meetings (as above)	Website, Noticeboards & Hard copy – Contact the Clerk	N/A 5p/Sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Noticeboards & Hardcopy – Contact the Clerk	N/A 5p/Sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Minutes - Website Hard copy – Contact the Clerk	N/A 5p/Sheet
Responses to consultation papers	Hard copy – Contact the Clerk	5p/Sheet
Responses to planning applications	Minutes - Website Hardcopy – Contact the Clerk	N/A 5p/Sheet
Bye-laws	N/A	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
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	Hardcopy – Contact the Clerk N/A N/A Hardcopy – Contact the Clerk Hardcopy – Contact the Clerk	5p/Sheet   5p/Sheet 5p/Sheet
Policies and procedures for the provision of services and about the employment of staff:		

Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy- Contact the Clerk WALC/NALC Website Hardcopy – Contact the Clerk N/A Publication scheme - Website Standing Orders – Website	5p/Sheet  5p/Sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	WALC Guidelines	
Data protection policies	N/A	
Schedule of charges )for the publication of information)	Website Hardcopy – Contact the Clerk	5p/Sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Electoral Register – Clerk (view only)	
Assets Register	Hardcopy – Contact the Clerk	5p/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)	N/A	
Register of members' interests	Clerk (view only)	
Register of gifts and hospitality	Clerk (view only)	
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	Cemetery Rules – Website Hardcopy – Contact the Clerk	5p/Sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hardcopy – Contact the Clerk	5p/Sheet
Seating, litter bins, clocks, memorials and lighting	Hardcopy – Contact the Clerk	5p/Sheet
Bus shelters	Hardcopy – Contact the Clerk	5p/Sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Cemetery Fees and Publication scheme – Website Hardcopy – Contact the Clerk	5p/Sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

The Parish Council Clerk: Mrs Catherine Lambert  
Hillview  
Northend Road  
Fenny Compton  
Southam  
Warwickshire  
CV47 2YZ

Tel: 01295 770102

E-mail: [info@fennycompton-pc.gov](mailto:info@fennycompton-pc.gov)

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost 5p
	Photocopying @ 29p per sheet (colour)	Actual cost 29p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the

		relevant legislation (quote the actual statute)
<b>Other</b>	Cemetery Fees	See Cemetery Rules & Fees

\* the actual cost incurred by the public authority