**Scrayingham Parish Council**

**Schedule of Charges and Fees for Council Information**

The table below details information that Scrayingham Parish Council can provide in order to meet its commitments under the model publication scheme.

Before a request is made for information, it may be helpful to see if the information required is already available on the Scrayingham Parish Council website. For instance, Parish Council decisions, spend and planning responses can be found in the council’s minutes.

Please note that Scrayingham Parish Council’s information is available unless:

* it does not hold the information.
* the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute.
* the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
* the information is archived, out of date or otherwise inaccessible; or,
* it would be impractical or resource-intensive to prepare the material for routine release.

**Class 1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

| **Information to be published** | **How the information can be obtained** | **Cost** |
| --- | --- | --- |
| Who’s who on the Council and its Committees | Published on website. | – |
| Contact details for Parish Clerk and Council members | Published on website. | – |
| Location of main Council office and accessibility details | Scrayingham Parish Council does not have an office but contact details are published on the website: | – |
| Staffing structure | Scrayingham Parish Council has one part time employee, the Parish Clerk when in post. Post is currently vacant. | – |

**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)

| **Information to be published** | **How the information can be obtained** | **Cost** |
| --- | --- | --- |
| Annual return form and report by auditor | Published on website | – |
| Finalised budget | Published on website | – |
| Precept | Published on website. | – |
| Borrowing Approval letter | Not applicable | – |
| Financial Standing Orders and Regulations | Published on website  | – |
| Grants given and received | Published on website  | – |
| List of current contracts awarded and value of contract | Available on request by email | – |
| Members’ allowances and expenses | Not applicable | – |

**Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

| **Information to be published** | **How the information can be obtained** | **Cost** |
| --- | --- | --- |
| Parish Plan | Available on request by email | – |
| Annual Report to Parish or Community Meeting | Published on website  | – |
| Quality status | Not applicable | – |
| Local charters drawn up in accordance with DCLG guidelines | Published on website | – |

**Class 4 – How we make decisions**

(Decision making processes and records of decisions)

| **Information to be published** | **How the information can be obtained** | **Cost** |
| --- | --- | --- |
| Timetable of meetings | Published on website | – |
| Agendas of meetings | Published on website | – |
| Minutes of meetings– n.b. this will exclude information that is properly regarded as private to the meeting. | Published on website  | – |
| Reports presented to council meetings– n.b. this will exclude information that is properly regarded as private to the meeting. | Not applicable | – |
| Responses to consultation papers | Not applicable | – |
| Responses to planning applications | Published on website  | – |
| Bye-laws | Not applicable | – |

**Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

| **Information to be published** | **How the information can be obtained** | **Cost** |
| --- | --- | --- |
| 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
 | Published on website | – |
| 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 (including current vacancies)
* Policies and procedures for handling requests for information
* Complaints procedures (including those covering requests for information and operating the publication scheme)
 | Published on website | – |
| Information security policy | Published on website | – |
| Records management policies (records retention, destruction and archive) | Not applicable | – |
| Data protection policies | Published on website  | – |
| Schedule of charges (for the publication of information) | As below, final item | – |

**Class 6 – Lists and Registers**

| **Information to be published** | **How the information can be obtained** | **Cost** |
| --- | --- | --- |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Not applicable | – |
| Assets register | Published on website  | – |
| Disclosure log (indicating the information that has been provided in response to requests) | Available on request by email | – |
| Register of members’ interests | Published on website  | – |
| Register of gifts and hospitality | Available on request by email or hard copy | – |

**Class 7 – The services we offer**

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

| **Information to be published** | **How the information can be obtained** | **Cost** |
| --- | --- | --- |
| Allotments | Not applicable | – |
| Burial grounds and closed churchyards | Not applicable | – |
| Community centres and village halls | Not applicable | – |
| Parks, playing fields and recreational facilities | Not applicable | – |
| Seating, litter bins, clocks, memorials and lighting | Available on request by email or hard copy | – |
| Bus shelters | Available on request by email or hard copy | – |
| Markets | Not applicable | – |
| Public conveniences | Not applicable | – |
| Agency agreements | Not applicable | – |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable  | – |

**Contact details:**

See www.scrayinghamparishcouncil.org.uk

**Schedule of Charges**

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk’s time will be charged at £10.00 per hour (pro rata).

| **Type of charge** | **Description** | **Basis of charge** |
| --- | --- | --- |
| Disbursement cost | Photocopying @ 20p per sheet (black & white) | Actual cost of printing ink and paper |
|  | Photocopying @ 50p per sheet (colour) | Actual cost of printing ink and paper |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee | Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required | In accordance with the relevant legislation |
| Other | Clerk’s time involved in gathering information, photocopying etc. | Actual cost £10 per hour (pro-rata) |