



# Information available from Rooksdown Parish Council under the ICO Model Publication Scheme

V1.1 July 2018

This document shows the information Rooksdown Parish Council (RPC) provides in order to meet their commitments under the ICO model publication scheme.

Information is made available unless:

- RPC does not hold the information;
- the information is exempt under one of the Freedom of Information (FOI) 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 authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,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.

The Parish Council website is [www.rooksdwn.org.uk](http://www.rooksdwn.org.uk).

Requests for information not published in accordance with this Scheme will be considered as FOI requests and dealt with under RPC's FOI Request Procedure. All such requests must be made in writing to the Clerk.

Information published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>	Website	
Who's who on the Council and its Committees	Website	

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk's name, address, email and phone number on website. Councillors' names and email addresses on website.	
Location of main Council office and accessibility details	Website	
Staffing structure	Website	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Website	
Borrowing Approval letter	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	In minutes of meetings on website	
List of current contracts awarded and value of contract	In minutes of meetings on website	
Members' allowances and expenses	In minutes of meetings on website	
<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Website	
Responses to planning applications	<ul style="list-style-type: none"> <li>• In minutes of meetings on website</li> <li>• on B&amp;BDC website</li> </ul>	
Bye-laws	N/A	

<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website Website In minutes on website Website Website	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	N/A Website Website N/A Website	
Information security policy	Currently being rewritten	
Records management policies (records retention, destruction and archive)	Currently being rewritten	
Data protection policies	Currently being rewritten	
Schedule of charges (for the publication of information)	This document	
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Website	
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	on B&BDC website	

Register of gifts and hospitality	N/A	
Allotments waiting list	Available by inspection	
<b>Class 7 – The services we offer</b>		
Allotments application form and rules	Website	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b>		
None		

## Contact details:

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## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per side (black & white)	Actual cost *
	Photocopying @ 25p per side(colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
Other		

\* the actual cost incurred by the RPC

Adopted July 2018