

**Information available from Stowe by Chartley Parish Council under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<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>	Web site, Notice Boards and, by request, from Clerk.
Who's who on the Council and its Committees	Web site
Contact details for Clerk and Council members	Web site and Notice Boards
Location of main Council office and accessibility details	Web site and Notice Boards
<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>	Web site and by request from Clerk
Annual return form and report by auditor	Web site
Finalised budget	Web site
Precept	Borough Council web site
Financial Standing Orders and Regulations	Web site and, by request, from Clerk.
Grants given and received	Web site and, by request, from Clerk.
List of current contracts awarded and value of contract	By request from Clerk
Members' allowances and expenses	By request from Clerk
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Web site
Action Plan	Web site
Local charters drawn up in accordance with WAG,& WLGA guidelines	Web site
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p>	By request from Clerk
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Web site
Agendas of meetings	Web site and Notice Boards
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting.	Web site and, by request, from Clerk.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	By request from Clerk.
Responses to consultation papers	By request from Clerk.

Responses to planning applications	By request from Clerk
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	By request from Clerk
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	By request from Clerk
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)	By request from Clerk
Information security policy	By request from Clerk
Records management policies (records retention, destruction and archive)	By request from Clerk
Data protection policies	By request from Clerk
Schedule of charges )for the publication of information)	By request from Clerk
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	By request from Clerk ( some information may only be available by inspection)
Assets Register	Web site and, by request, from Clerk
Register of members' interests	Web site
Register of gifts and hospitality	By request from Clerk
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Web site
Parks, playing fields and recreational facilities	Web site or, by request, from Clerk
Seating, litter bins, clocks, memorials and lighting	By request from Clerk
Bus shelters	By request from Clerk
Agency agreements	By request from Clerk

**Contact details:**

**SCHEDULE OF CHARGES**

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

Material provided in response to subject access requests is provided free of charge. The Council may refuse, or charge a reasonable fee; for requests that are manifestly unfounded, excessive or repetitive. If the Council do refuse a request you will be told why and you will be advise of your right to complain to the ICO or go to court.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 1p per sheet (black & white)	Actual cost *
	Photocopying @ 2p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* the actual cost incurred by the public authority