



Information available from Fretherne with Saul Parish Council under the model publication scheme.

Reviewed February 2024

Next review February 2025

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (organisational information, structures, locations and contact) This will be current information only N.B. Council should already be publishing as much information as possible about how they can be contacted	Website address: www.fwsparishclerk@gmail.com	
Who's on the Council and its Committees	Website/Hard copy	
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website/Hard copy	
Location of main council office and accessibility details	Contact by email	
Staffing structure	N/A	
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contract and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Website/Hard copy	
Finalised budget	Website/Hard copy	
Precept	Website/Hard copy	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website/Hard copy	
Grants given and received	N/A	
List of current contract awarded and value of contract	Website/Hard copy	
Members' allowances and expenses	N/A	
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	Website/Hard copy	
Annual Report to Parish or Community Meeting (current & previous year as a minimum)	Website/Hard copy	
Quality Status – Foundation	Yes	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website/Hard copy	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard copy	
Agendas of meetings (as above)	Website/Hard copy	



Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website/Hard copy	
Reports presented to council meetings – nb this will include information that is properly regarded as private to the meeting	Hard copy	
Responses to consultation papers	Hard copy	
Responses to planning applications	Published on SDC website	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website/Hard Copy	
Current information only		
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	Website/Hard copy	
Policy Statements	Website/Hard copy	
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)	Website/Hard copy Website/Hard copy Website/Hard copy N/A Website/Hard copy Website/ Hard copy Website/Hard copy	
Information security policy	N/A	
Records Management policies (records retention, destroyed and archives)	Hard copy	
Data Protection Policy	Website/Hard copy	
Schedule of charges (for the publication of information)	Website/Hard copy	
Class 6 – Lists and Registers 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)	N/A	
Asset Register	Hard copy	
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	Website/Hard copy	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer		



(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Yes	
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	Yes	
Bus shelters	Yes	
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)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Defibrillators x1		
Telephone box x2	Yes	

Contact details:

Parish Clerk, email: fwsparishclerk@gmail.com, telephone 07775 935739

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	Cost of paper and ink
	Postage	Actual cost of Royal Mail standard 1 st or 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Subject Access Request	It is most often used by individuals who want to see a copy of the information an organisation holds about them	£10.00 Information will not be released until fee is paid (Subject Access Code of Practice published by the Information Commissioners Office)
Other		