

## Information available from Everdon Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	Website / newsletter / E-mail	No Charge
Who's who on the Council and its Committees	Website / Newsletter / E-mail	No Charge
Contact details for Parish Clerk and Council members - telephone numbers and addresses. Also, Chairman & Clerk's email addresses	Website / Newsletter / E-mail	No Charge
Location of main Council Office and accessibility details	Website / Clerk / E-mail	No charge
Staffing structure	N/A	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure and financial audit) Current and previous financial year as a minimum	Hard copies Website / e-mail	20p/page + 2 <sup>nd</sup> class post No charge
Annual return form and report by auditor	Hard copies Website / e-mail	20p/page + 2 <sup>nd</sup> class post No Charge
Finalised budget	Hard copies Website / e-mail	20p/page + 2 <sup>nd</sup> class post No charge
Precept	Hard copies Website / e-mail	20p/page + 2 <sup>nd</sup> class post No charge
Borrowing Approval letter	N/A	
Standing Orders and Financial Regulations	Hard copies Website / E-mail	20p/page + 2 <sup>nd</sup> class post No charge
Grants given and received	Hard copies	20p/page + 2 <sup>nd</sup> class post
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	

<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)	
Village Design Statement (VDS)	N/A - in progress	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copies Website / e-mail	20p/page + 2 <sup>nd</sup> class post No Charge
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) - Current and previous council year as a minimum	Hard copies Website / e-mail	20p/page + 2 <sup>nd</sup> class post No charge
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / notice board / e-mail	No charge
Agendas of meetings (as above) – (NB: Last 2 years only, otherwise contact Records Office)	Website / notice board / e-mail	No charge
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting. (NB: Last 2 years only, otherwise contact Records Office)	Hard copies Website / e-mail	20p/page + 2 <sup>nd</sup> class post No charge
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Village Hall minutes – Notice board	No charge
Responses to consultation papers, if applicable	Minutes – website/E-mail	No charge
Responses to planning applications (Last 2 years only, otherwise contact DDC Planning Office)	Minutes / Website/e-mail	No charge
By-laws	N/A	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 copies Website / e-mail	20p/page + 2 <sup>nd</sup> class post No charge

<p><b>Policies and procedures for the conduct of council business:</b>  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct – (Declarations of Interest)  Policy statements</p>	<p><b>All this information is available on the website or by e-mail at no charge.</b></p> <p>Hard copies will be charged at</p>	<p>20p/page + 2<sup>nd</sup> class post</p>
<p><b>Policies and procedures for the provision of services and about the employment of staff:</b>  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)</p>	<p>N/A  Website/e-mail  Not applicable  Newspaper Adv./NCALC  Website / e-mail  Website / e-mail</p>	<p>Website / e-mail No charge</p> <p>Hard copies will be charged at 20p/page + 2<sup>nd</sup> class post</p>
<p>Information security policy – Chairman and Clerk have copies of backup data on memory sticks</p>	<p>Records Office / memory stick</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Clerk  Website / E-mail</p>	<p>20p/page + 2<sup>nd</sup> class post  No charge</p>
<p>Data protection policies</p>	<p>N/A</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>As published in this Guide / Clerk</p>	<p>20p/page + 2<sup>nd</sup> class post</p>
<p><b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Not applicable</p>	
<p>Asset Register</p>	<p>Clerk  Website / E-mail</p>	<p>20p/page + 2<sup>nd</sup> class post  No charge</p>
<p>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)</p>	<p>Clerk – hard copies  E-mail</p>	<p>20p/page + 2<sup>nd</sup> class post  No charge</p>
<p>Register of members' interests</p>	<p>Clerk – hard copies</p>	<p>20p/page + 2<sup>nd</sup> class post</p>

	Website EPC/DDC	No charge
Register of gifts and hospitality	Not applicable – not accepted	
<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	(hard copy or website; some information may only be available by inspection)	
Allotments - (Administered by Spencer Trust)	Not applicable	
Burial grounds and closed churchyards – St Mary's Parochial Church	Not applicable	
Community centres and village halls	Village Hall Committee	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting – contained in Asset Register	Clerk Website / e-mail	20p/page + 2 <sup>nd</sup> class post No charge
Village Newsletter delivered to all residents of the village twice yearly		No Charge
Bus shelters	Chairman / Clerk	20p/page + 2 <sup>nd</sup> class post E-mail – No charge
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village information / Welcome Pack	Hand delivered to all inhabitants	No charge

## **CONTACTS – Everdon Parish Council**

Chairman: Kevin Nichols	Tel: +44 (0)1327 361 657	Peach House, Stubbs Road, Everdon NN11 3BN
Vice-chairman: Cllr Ron Flounders	Tel: +44 (0)1327 361 868	Ivy Cottage, Newnham Road, NN11 3BL
Cllr. David Osborne	Tel: +44 (0)1327 361 317	The Limes Barn Little Everdon NN11 3BG
Clerk: Erica Fothergill <a href="mailto:clerk@everdonpc.co.uk">clerk@everdonpc.co.uk</a>	Tel: +44 (0)1327 310 864	7 Exeter Close, Stefen Hill, Daventry NN11 4SY
Cllr Peter Cooper	Tel: +44 (0)1327 361 366	Wychwood House, Newnham Rd NN11 3BL
Cllr Shaen Linfoot	Tel: +44 (0)1327 361 396	The Cottage, Snorscomb NN11 3BJ
Cllr Keith Wilkins	Tel: +44 (0)1327 361 026	Bee`s Barn, High Street, Everdon, NN11 3BL

**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 @ 20p per sheet	<b>20p per sheet</b>
	Packaging	*Actual cost
	Postage	*Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Website / E-mail	No charge

<p><b>Statutory Fee</b> Limit for Finding Costs and charges is £450</p>	<p>For the time taken to:</p> <ul style="list-style-type: none"> <li>• determine whether the information is held,</li> <li>• locate and retrieve it, and</li> <li>• extract the information from a document(s) containing it.</li> </ul> <p>We will not take into account any time spent</p> <ul style="list-style-type: none"> <li>• deciding whether information should be released;</li> <li>or</li> <li>• applying exemptions; or</li> <li>• considering the public interest test.</li> </ul> <p>However, where appropriate, we will help you try to refine your request so that it falls within the cost threshold set out above.</p>	<p>Details of fees for the provision of information under the Freedom of Information Act are set out in The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (SI 2004 No. 3244), in force from 1 January 2005. Copies are available from the Office of Public Sector Information</p>
<p><b>Other</b></p>	<p>Costs will be provided and payment required before we produce the information. Information will not be released until payment has been received.</p>	

- Actual cost incurred by the public authority

<p><b>Date Reviewed</b></p>	<p>13 May 2019</p>
<p><b>Date of next Review</b></p>	<p>11 May 2020</p>