

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

Table 1 List of information available

| Information to be published   | How the information can be obtained  |
|---|--|
| <b>Who we are and what we do</b><br>Who's who on the Council and its Committees/Subcommittees/working parties   | On the Council website<br><b>Longcotparishcouncil.org.uk</b> all notice boards in the parish.<br>On the Council website<br><b>Longcotparishcouncil.org.uk</b> and the main parish notice board at Longcot PO/Stores. |
| Contact details for Parish Clerk and Council members  | On Council website<br><b>Longcotparishcouncil.org.uk</b> and notice boards in the parish.  |
| Location of main Council office and accessibility details   | 8 Sand View, Faringdon, Oxon SN7 7UT.<br>Appointments to be made in advance.   |
| Staffing structure  | 1 employee – the Clerk.  |
| <b>What we spend and how we spend it</b><br>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.<br>Current and previous six financial years. | Hard copies available from the Clerk.<br>From the Clerk to the Parish Council.   |
| Annual return form and report by auditor  | Available to view on the website.  |
| Finalised budget  | From the Clerk to the Parish Council.  |
| Precept   | From the Clerk to the Parish Council.  |
| Borrowing Approval letter   | Not applicable: the Council currently has no borrowing.  |
| Standing Orders and Financial Regulations   | Available to view on the website.  |
| Grants given and received   | Available to view on the website.  |
| List of current contracts awarded and value of contract   | From the Clerk to the Parish Council.  |
| Members' allowances and expenses  | From the Clerk to the Parish Council.  |
| <b>What our priorities are and how we are doing</b><br>(Strategies and plans, performance indicators, audits, inspections and reviews)  |  |
| Parish Plan   | Not applicable.  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)   | From the Clerk to the Parish Council.  |
| Quality status  | Not applicable.  |
| Local charters drawn up in accordance with DCLG guidelines  | Not applicable.  |
| <b>How we make decisions</b><br>Decision making processes and records of decisions<br>Current and previous council year as a minimum  | Minutes of Council and Committees:<br>On Council website<br>Longcotparishcouncil.org.uk and from the Clerk to the Parish Council.  |
| Timetable of Council meetings   | On Council website<br>Longcotparishcouncil.org.uk and from the Clerk to the Parish Council.  |
| Agendas of Council meetings   | On Council website<br>Longcotparishcouncil.org.uk and from the Clerk to the Parish Council.  |
| Minutes of Council meetings   | On Council website<br>Longcotparishcouncil.org.uk and from the Clerk to the Parish Council.  |
| Timetable of Committee meetings   | On Council website   |
| Agendas of Committee meetings   | Longcotparishcouncil.org.uk and from the Clerk to the Parish Council.  |
| Minutes of Committee meetings   | From the Clerk to the Parish Council.  |
| Reports presented to council meetings   | From the Clerk to the Parish Council.  |
| Responses to consultation papers  | From the Clerk to the Parish Council.  |

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| Responses to planning applications   | On Council website<br>Longcotparishcouncil.org.uk and from the Clerk to the Parish Council.  |
| Bye-laws   | None at present.   |
| <b>Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only  |  |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   | On Council website<br>Longcotparishcouncil.org.uk and from the Clerk to the Parish Council.  |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br><br>Complaints procedures (including those covering requests for information and operating the publication scheme) | In accordance with nationally agreed terms and conditions.<br><br>Not applicable.<br>As required.<br>As required.<br>As required.<br>By request to the Clerk - 21 days' notice.<br>To the Council via the Clerk. |
| Information security policy  | Not applicable.  |
| Records management policies (records retention, destruction and archive)   | On Council website<br>Longcotparishcouncil.org.uk and from the Clerk to the Parish Council.  |
| Data protection policies   | As legally required.   |
| Schedule of charges for the publication for information  | See below.   |
| <b>Lists and Registers</b><br>Currently maintained lists and registers only  |  |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)   | From the Clerk to the Parish Council.  |
| Assets Register  | On Council website<br>Longcotparishcouncil.org.uk and from the Clerk to the Parish Council.  |
| 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)   | Not held.  |
| Register of members' interests   | From the Clerk to the Parish Council or VWHDC.   |
| Register of gifts and hospitality  | From the Clerk to the Parish Council or VWHDC.   |
| <b>The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only   |  |
| Allotments   | Not applicable   |
| Burial grounds   | From the Clerk to the Parish Council.  |
| Community centres and village halls  | Not applicable   |
| Playing fields and recreational facilities   | From the Clerk to the Parish Council.  |
| Seating, litter bins, clocks, memorials and lighting   | From the Clerk to the Parish Council.  |
| Bus shelters   | From the Clerk to the Parish Council.  |
| Markets  | Not applicable.  |
| Public conveniences  | Not applicable.  |
| Agency agreements  | Not applicable.  |

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|---|--|
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)                           | From the Clerk to the Parish Council.      |
| <b>Additional Information</b><br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |

**Contact details:**

**Ms Tina Brock**  
**Clerk to Longcot Parish Council**  
**8 Sand View**  
**Faringdon**  
**SN7 7UT**  
**Tel: 01367 240407**  
**Mobile no: 07483327117**  
**Email: clerk@Longcotparishcouncil.org.uk**

**SCHEDULE OF CHARGES**

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

*Table 2 List of type of charges.*

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 10p per sheet (black & white) | Actual cost *  |
|                          | Photocopying @ 50p per sheet (colour)        | Actual cost  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class               |
| <b>Other</b>             | Applicable hourly rate.                      | Council's time spent on providing information* and supervisory access. |

\*The actual cost incurred by the Parish Council

Adopted by Longcot Parish Council on 2/2/2015