

Information available from Longcot Parish Council under the model publication scheme (Issue 2)

| Information to be published | How the information can be obtained |
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| Who we are and what we do Who's who on the Council | On the Council noticeboard Available from the Clerk On the Council website www.longcotparishcouncil.org.uk |
| Location of main Council office and accessibility details | 8 Sand View, Faringdon, Oxon SN7 7UT. Appointments to be made in advance. |
| Staffing structure | 1 employee – the Clerk. |
| What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous six financial years. | Hard copies available from the Clerk. From the Clerk to the Parish Council. |
| Annual return form and report by auditor | Available to view on the Council's 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 | From the Clerk to the Parish Council. |
| Grants given and received | From the Clerk to the Parish Council. |
| 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. |
| What our priorities are and how we are doing (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. |
| How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum | Minutes of Council available to view on the Council's website |
| Timetable of Council meetings | Published on Council's website agenda and minutes. From the Clerk to the Parish Council. |
| Agendas of Council meetings | Available to view on the Council notice board and website |
| Minutes of Council meetings | Available to view on the Council noticeboard. |
| Reports presented to council meetings | From the Clerk to the Parish Council. |
| Responses to consultation papers | From the Clerk to the Parish Council. |
| Responses to planning applications | From the Clerk to the Parish Council and available to view on the website |
| Bye-laws | None at present. |
| Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | |
| Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements | From the Clerk to the Parish Council and available to view on the website. |

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| 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) | In accordance with nationally agreed terms and conditions. Not applicable. As required. As required. As required. By request to the Clerk - 21 days' notice. To the Council via the Clerk. |
| Information security policy | Not applicable. |
| Records management policies (records retention, destruction and archive) | From the Clerk to the Parish Council and available to view on the website. |
| Data protection policies | As legally required. |
| Schedule of charges for the publication for information | See below. |
| Lists and Registers 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 | From the Clerk to the Parish Council and available to view on the 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) | 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. |
| The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | |
| Allotments | From the Clerk to the Parish Council |
| Burial grounds | Not applicable |
| Community centres and village halls | Not applicable |
| Paying 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 | Not applicable. |
| 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) | From the Clerk to the Parish Council. |
| Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above | |

Contact details:

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SCHEDULE OF CHARGES

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

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

- The actual cost incurred by the Parish Council

Adopted by Longcot Parish Council on 12 February 2015