

## Information available from Parson Drove Parish Council under the Model Publication Scheme

Under the model publication scheme Parson Drove Parish Council will make the following information available in order to meet its obligations, unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b> <i>(Organisational information, structures, locations and contacts)</i>  <b>Current information only</b>	<i>(Website  Hard Copy – Contact Clerk</i>	<i>Free  20p per page +  Postage)</i>
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard Copy – Contact Clerk	Free 20p per page + Postage
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free

Information to be published	How the information can be obtained	Cost
<p><b>Class 2 – What we spend and how we spend it</b>  <i>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</i></p> <p><b><i>Current and previous financial year as a minimum</i></b></p>	<p><i>(Website  Noticeboard  Social Media Page  Hard Copy – Contact Clerk</i></p>	<p><i>Free  Free  Free  20p per page +  Postage)</i></p>
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Noticeboard Hard Copy – Contact Clerk	Free Free 20p per page + Postage
Finalised budget	Website in Minutes	Free
Precept	Website Social Media Page	Free Free
Borrowing Approval letter	N/A No Current Borrowings	
All items of expenditure above £100	Website in Minutes	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website in Minutes Hard Copy – Contact Clerk	Free 20p per page + Postage
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	20p per page + Postage
Members' allowances and expenses	No Member Allowances taken except Chairmans allowance Hard Copy – Contact Clerk	20p per page + Postage

Information to be published	How the information can be obtained	Cost
<p><b>Class 3 – What our priorities are and how we are doing</b>  <i>(Strategies and plans, performance indicators, audits, inspections and reviews)</i></p> <p><b><i>Current and previous year as a minimum</i></b></p>	<p><i>(Website  Noticeboard  Hard Copy – Contact Clerk</i></p>	<p><i>Free  Free  20p per page +  Postage)</i></p>
Annual governance statement in format included in the Annual Return form	Website Noticeboard	Free Free
Parish Plan	Website Hard Copy – Contact Clerk	Free £20 + Postage
Annual Report to Parish or Community Meeting	Website Hard Copy – Contact Clerk	Free 20p per page + Postage
Quality status	No Information Held	
Local charters drawn up in accordance with DLUHC’s guidelines	No Information Held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website Hard Copy – Contact Clerk	Free 20p per page + Postage

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions)</i>  <b><i>Current and previous council year as a minimum</i></b>	<i>(Website  Noticeboard  Social Media Page  Hard Copy – Contact Clerk</i>	<i>Free  Free  Free  20p per page +  Postage)</i>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Noticeboard	Free Free
Agendas of meetings (as above)	Website Noticeboard Social Media Page Hard Copy – Contact Clerk	Free Free Free 20p per page + Postage
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard Copy – Contact Clerk	Free 20p per page + Postage
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy – Contact Clerk	20p per page + Postage
Responses to consultation papers	Hard Copy – Contact Clerk	20p per page + Postage
Responses to planning applications	Website ( <a href="http://www.fenland.gov.uk">www.fenland.gov.uk</a> )	Free
Bye-laws	Hard Copy – Contact Clerk  Noticeboard	20p per page + Postage  Free

Information to be published	How the information can be obtained	Cost
<p><b>Class 5 – Our policies and procedures</b>  <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p><b>Current information only</b></p>	<p><i>(Website  Noticeboard  Hard Copy – Contact Clerk</i></p>	<p><i>Free  Free  20p per page +  Postage)</i></p>
<p>Policies and procedures for the conduct of Council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Website &amp; Hard Copy (Contact Clerk)  See Standing Orders  See Standing Orders  Hard Copy – Contact Clerk  Website &amp; Hard Copy (Contact Clerk)</p>	<p>Free or  20p per page +  Postage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies and details of 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>No Information Held  Website &amp; Hard Copy (Contact Clerk)  Website &amp; Hard Copy (Contact Clerk)  Noticeboard  Website &amp; Hard Copy (Contact Clerk)  Website &amp; Hard Copy (Contact Clerk)</p>	<p>Free or  20p per page +  Postage</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Hard Copy – Contact Clerk</p>	<p>20p per page +  Postage</p>

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<p><b>Class 6 – Lists and Registers</b></p> <p><i>Currently maintained lists and registers only.</i></p>	<p><i>(Website Inspection in person – Contact the Clerk for an appointment Hard Copy – Contact Clerk</i></p>	<p><i>Free Free 20p per page + Postage)</i></p>
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Hard Copy – Contact Clerk</p>	<p>20p per page + Postage</p>
<p>Assets register, including details of public land and building assets</p>	<p>Website Hard Copy – Contact Clerk</p>	<p>Free 20p per page + Postage</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Hard Copy – Contact Clerk</p>	<p>20p per page + Postage</p>
<p>Register of members' interests</p>	<p>Website (<a href="http://www.fenland.gov.uk">www.fenland.gov.uk</a>)</p>	<p>Free</p>
<p>Register of gifts and hospitality</p>	<p>Inspection in person – Contact the Clerk for an appointment</p>	<p>Free</p>

Information to be published	How the information can be obtained	Cost
<p><b>Class 7 – The services we offer</b>  <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i></p> <p><b><i>Current information only</i></b></p>	<p><i>(Website  Hard Copy – Contact Clerk</i></p>	<p><i>Free  20p per page +  Postage)</i></p>
Allotments	Hard Copy – Contact Clerk	20p per page + Postage
Burial grounds and closed churchyards	N/A – No Information Held	
Community centres and village halls	Website Hard Copy – Contact Clerk	Free 20p per page + Postage
Parks, playing fields and recreational facilities	Website Hard Copy – Contact Clerk	Free 20p per page + Postage
Seating, litter bins, clocks, memorials and lighting	Website Hard Copy – Contact Clerk	Free 20p per page + Postage
Bus shelters	Website Hard Copy – Contact Clerk	Free 20p per page + Postage
Markets	N/A – No Information Held	
Public conveniences	N/A – No Information Held	
Agency agreements	N/A – No Information Held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A – No Information Held	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Additional Information</b> Information not itemised in the lists above		
Quarterly Newsletters	Website Parish Post Magazine	Free Free 1 per household

**Contact Details:**

Clerk to Parson Drove Parish Council  
16 Selwyn Cottages, High Road, Guyhirn, Wisbech PE13 4EQ  
Tel: 01945 450184 | 07595 353424 | 07950 427617  
Email: [clerk@parsondrove-pc.gov.uk](mailto:clerk@parsondrove-pc.gov.uk)

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost plus staff time
	Photocopying @ 28p per sheet (colour)	Actual cost plus staff time
	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>		