

Information available from HEYDON Parish Council under the model FOI publication scheme

Information to be published	How the information can be obtained	Cost (postage extra)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website www.heydonparishcouncil.com	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website www.heydonparishcouncil.com Advertised anywhere else? Church magazine ?	Free Current edition free to residents
Class 2 – 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 financial year		
Annual return form and report by auditor	Hard copy from clerk to PC	10p / page
Finalised budget	Hard copy from clerk to PC	10p
Precept	Hard copy from clerk to PC	10p
Financial Standing Orders and Regulations	Hard copy from clerk to PC	£1.10
Grants given and received	Hard copy from clerk to PC	10p / page
List of current contracts awarded and value of contract	Hard copy from clerk to PC	10p / page

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Council Adopted Policies?	Hard copy from clerk to PC	£2.40
Annual Report to Parish Meeting (current and previous year)	Hard copy from clerk to PC Distributed at Annual Parish Meeting	10p / page Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy from clerk to PC	10p
Agendas of meetings (as above)	Website www.orwellparishcouncil.co.uk Village noticeboards Hard copy from clerk to PC	Free Free 10p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website orwellparishcouncil.co.uk Hard copy from clerk to PC	Free 10p / page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from clerk to PC	10p / page
Responses to consultation papers	Hard copy from clerk to PC	Case basis
Responses to planning applications	Hard copy from clerk to PC	10p / page

Class 5 – 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, provision of services and employment of staff:		
Standing orders	Hard copy from clerk to PC	£1.40
Committee and sub-committee terms of reference		
Code of Conduct	Hard copy from clerk to PC	60p
Policy statements and procedure	Hard copy from clerk to PC	10p / page
Schedule of charges (for the publication of information)	Hard copy from clerk to PC	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (where existing)	Hard copy from clerk to PC	10p / page
Asset Register	Hard copy from clerk to PC	£9.60
Register of members' interests	Available for inspection from the clerk to the PC	
Register of gifts and hospitality	Available for inspection from the clerk to the PC	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Seating, litter bins, memorials and lighting	Hard copy from clerk to PC	10p
Bus shelters	Hard copy from clerk to PC	10p
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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per sheet (black & white)	Actual cost *
	Photocopying @ ..20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail

		standard 2 nd class
Statutory Fee		Where applicable, in accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority