

**Information available from Great Shefford Parish Council under the
Freedom of Information Act model publication scheme**

www.greatshefford.org.uk/parish-council

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Organisational information, structures, locations and contacts Current information only	Website Noticeboard	N/A
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Noticeboard	N/A
Postal and email address Contact details for Parish Clerk and Council members	Website Noticeboard	N/A
Location of main Council office and accessibility details	Website Noticeboard	N/A
Staffing structure	Website	N/A
Class 2 – What we spend and how we spend it		
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Website Hard copy	N/A 30p per page
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	N/A 30p per page
Finalised budget	Website Hard copy	N/A 30p per page
Precept	Website Hard copy	N/A 30p per page

Borrowing Approval letter	N/A	N/A
All items of expenditure above £100	Website	N/A
Financial Standing Orders and Regulations	Website Hard copy	N/A 30p per page
Grants given and received	Website	N/A
List of current contracts awarded and value of contract	Website	N/A
Members' allowances and expenses	N/A	N/A
Class 3 – What our priorities are and how we are doing		
Annual governance statement in format included in the Annual Return form	Website	N/A
Parish Plan	N/A	N/A
Annual Report to Parish or Community Meeting	Website Hard copy	N/A 30p per page
Quality status	N/A	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A	N/A
Data Protection impact assessments (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A	N/A
Class 4 – How we make decisions		
Decision making processes and records of decisions Current and previous council year as a minimum	Website Hard copy	N/A 30p per page
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	N/A 30p per page
Agendas of meetings (as above)	Website Hard copy	N/A 30p per page
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	N/A 30p per page

Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure	Website Hard copy	N/A 30p per page
Responses to consultation papers	Website Hard copy	N/A 30p per page
Responses to planning applications	Website Hard copy	N/A 30p per page
Bye-laws	Website Hard copy	N/A 30p per page
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Website Hard copy	N/A 30p per page
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website Hard copy	N/A 30p per page
Policies and procedures for the provision of services and about the employment of staff: • 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)	Website Hard copy	N/A 30p per page

Records management, personal data and access to information policies Including information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website Hard copy	N/A 30p per page
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Website Hard copy (some information may only be available by inspection)	N/A 30p per page
Information legally required to hold in publicly available registers	N/A	N/A
Assets register, including details of public land and building assets	Website Hard copy	N/A 30p per page
Disclosure log indicating the information provided in response to FOIA and EIR requests	Website Hard copy	N/A 30p per page
Register of members' interests	Website Hard copy	N/A 30p per page
Register of gifts and hospitality	Website Hard copy	N/A 30p per page
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	Website	N/A
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Website	N/A
Seating, litter bins, clocks, memorials and lighting	Website	N/A
Bus shelters	N/A	N/A

Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements		
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	N/A

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 30p per sheet (black & white)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation