

ASBY PARISH COUNCIL

Guide to Proactively Published Information for the Public

Under the Freedom of Information Act 2000 all public authorities are required to make information readily available to the public. Asby Parish Council adopted the 'Model Publication Scheme' in October 2008. This document details the information Asby Parish Council will make available and how members of the public can access such information. This document will be reviewed and updated on a regular basis.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Contact details for Parish Clerk and Council members	Village Hall Noticeboard Asby Matters Website	Free Free Free
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)		
Annual return form and report by auditor	Hard copy	15p/sheet
Budget	Hard copy Electronic copy	Free Free
Precept	Hard copy	15p/sheet
Borrowing Approval letter (Public Works Loan Board)	Hard copy	15p/sheet
Financial Standing Orders	Hard copy Electronic copy	Free Free
Grants given and received	Hard copy	15p/sheet
List of current contracts awarded and value of contract	Hard copy	15p/sheet

Members expenses	Hard copy	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan (in prep)	Hard copy Electronic copy	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings & forthcoming meetings	Hard copy Village Hall noticeboard Website Asby Matters	Free Free Free Free
Agenda of meetings:		
Forthcoming meeting	Hard copy Electronic copy Village noticeboards Website	Free Free Free Free
Post August 2008	Hard copy Electronic copy Website	Free Free Free
Minutes of meetings: (this will exclude information that is properly regarded as private to the meeting)		
August 2008 - date	Hard copy Electronic copy Website	Free Free Free

1894 –2008	Hard copy	15p/sheet
Responses to consultation papers	Hard copy Electronic copy	Free Free
Responses to planning applications	Hard copy Eden District Council website	Free Free
Procedure for handling consultations	Hard copy Electronic copy Website	Free Free Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders (as available)	Hard copy Electronic copy Website	Free Free Free
Code of Conduct	Hard Copy	15p/sheet
Schedule of charges for the publication of information	Included in this document	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Hard copy	15p/sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy Electronic copy	Free Free
Register of members' interests	Hard copy	15p/sheet
Class 7 – The services we offer		

(Current information about the services we offer)		
Cemetery	Hard copy	15p/sheet
Village greens	Hard copy	15p/sheet
Seating, litter bins, noticeboards	Hard copy	15p/sheet
Bus shelter	Hard copy	15p/sheet
Forwarding information, advice & guidance from other organisations	Village Hall noticeboard	Free
A summary of services for which the council is entitled to recover a fee, together with those fees:		
Burial fees	Hard copy Electronic copy	Free Free
Additional Information		
None		

Contact details:

To obtain a 'hard copy' or 'electronic copy' please contact the Clerk, Emma Greenshaw on 01768 353894 or email emmagreenshaw@hotmail.com allowing one weeks notice.

To obtain 'website' information visit www.greatasbybroadband.net and click on the 'Asby docs' link

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Cost of copying
	Photocopying @ £1.20 per sheet (colour)	Cost of copying
	Postage (up 100g) 27p	Actual cost of Royal Mail standard 2 nd class
	Postage (up to 250g) 66p	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Burial fees	As determined by Parish Council
Other		