



Information available from Rogate Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (N.B. Councils is already publishing as much information as possible about how they can be contacted). Organisational information, structures, locations and contacts (current information only)	Hard copy or website	10p per copied sheet
Who's who on the Council and its Committees	Hard copy or website	10p per copied sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy or website	10p per copied sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
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 as a minimum)	Hard copy or website	10p per copied sheet
Annual return form and report by auditor	Hard copy or website	10p per copied sheet

Finalised budget	Hard copy	10p per copied sheet
Precept	Hard copy	10p per copied sheet
Borrowing Approval letter	Hard copy	10p per copied sheet
Financial Standing Orders and Regulations	Hard copy or website	10p per copied sheet
Grants given and received	Hard copy or website	10p per copied sheet
List of current contracts awarded and value of contract	Hard copy or website	10p per copied sheet
Members' allowances and expenses	Hard copy	10p per copied sheet

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	10p per copied sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	10p per copied sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions Decision making processes and records of decisions (current and previous council year as a minimum)	Hard copy or website	10p per copied sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy or website	10p per copied sheet
Agendas of meetings (as above)	Hard copy or website	10p per copied sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	10p per copied sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	10p per copied sheet
Responses to consultation papers	Hard copy	10p per copied sheet
Responses to planning applications	Hard copy or website	10p per copied sheet
Byelaws	N/A	

Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities (current information only)	Hard copy or website	10p per copied sheet
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> ▪ Procedural standing orders ▪ Committee and sub-committee terms of reference ▪ Delegated authority in respect of officers ▪ Code of Conduct ▪ Policy statements 	Hard copy or website	10p per copied sheet

Policies & procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> ▪ 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) 	Hard copy or website	10p per copied sheet
Information security policy	Hard copy or website	10p per copied sheet
Records management policies (records retention, destruction and archive)	Hard copy or website	10p per copied sheet
Data protection policies	Hard copy or website	10p per copied sheet
Schedule of charges (for the publication of information)	N/A	

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy	10p per copied sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Hard copy	10p per copied sheet
Assets Register	Hard copy or website	10p per copied sheet
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)	Hard copy	10p per copied sheet
Register of members' interests	Hard copy or website	10p per copied sheet
Register of gifts and hospitality	Hard copy	10p per copied sheet

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	Hard copy or website	10p per copied sheet
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	10p per copied sheet
Parks, playing fields and recreational facilities	Hard copy	10p per copied sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per copied sheet
Bus shelters	Hard copy	10p per copied sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	10p per copied sheet

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .10p per (black & white)	*LOCAL COMMERCIAL CHARGE
	Photocopying (colour) NOT AVAILABLE	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Under the Freedom of Information Act there is an upper limit of **£450 above which we do not have to provide information**. The general guideline for working out whether or not a request may exceed this total is whether the amount of work involved in retrieving the information is likely to exceed 18 hours (2.5 working days).

Contact details:

Website: www.rogateparishcouncil.gov.uk
Parish Clerk: Debbie Harknett
Telephone: 07513114925
Email: clerk@rogateparishcouncil.gov.uk

	Date	Minute ref
Adopted	2016	
Reviewed	11 March 2024	18e)