

FREEDOM OF INFORMATION

Information available from Mancetter 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	Hard copy, website, notice boards in Mancetter and Ridge Lane.	
Who's who on the Council and its Committees	As above	
Contact details for Parish Clerk and Council members.	As above	
Location of main Council office and accessibility details	10, Convent Close, Atherstone, CV9 1PW	
Staffing structure	Part-time Clerk	
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 available from Parish Clerk. Predicted expenditure. Actual expenditure for previous fully audited accounts.	

Annual return form and report by auditor	Available from Clerk and Website.	
Finalised budget	Available from Clerk	
Precept	Available from Clerk	
Borrowing Approval letter	<i>Long term planning in advance</i>	
Financial Standing Orders and Regulations	Available from Clerk and Website	
Grants given and received	Available from Clerk. Refer to Annual Audit Report.	
List of current contracts awarded and value of contract	Available from Clerk	
Members' allowances and expenses	None. Only long distance Journeys – out of Parish. (Mileage at standard rate) Available from Clerk	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Chairman's Annual Report. Hard copy available from Clerk or website.	
Parish Plan (current and previous year as a minimum)	At an early planning stage.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Available from Clerk or Web.	
Quality status	Working towards this.	
Local charters drawn up in accordance with DCLG guidelines	Available from NWBC	
Class 4 – How we make decisions	Hard copy or summary is	

(Decision making processes and records of decisions) Current and previous council year as a minimum	on website. Library.	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available from Clerk. Parish Notice boards.	
Agendas of meetings (as above)	Available from Clerk. Parish Notice boards. Website.	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Available from Clerk. Only release approved minutes. Summary on Website.	
Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	Available from Clerk. Only release approved minutes. Summary on Website.	
Responses to consultation papers	Available from Consultee.	
Responses to planning applications	Available from Clerk. Also form Planning Authority. (Usually NWBC)	
Bye-laws	Available from NWBC	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only (E g Benches in Cemetery, Topple Testing in Cemetery)	Available from Clerk. Hard copy. Notice boards, Mancetter, Ridge Lane, Cemetery	

and Allotments	and Allotments (if applicable)	
<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>	Model Orders. Available from Clerk.	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	As set by standards board and standards committee in Warwickshire.. Available from Clerk. Current government legislation. N A LC and W A L C guidelines.	
Information security policy	Old documents kept in fireproof safe. W C C archives	
Records management policies (records retention, destruction and archive)	Available from Clerk	
Data protection policies		
Schedule of charges)for the publication of information)	Available from Clerk. Available on Website.	

Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy. Some information may only be available for inspection by arrangement with Clerk.	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available from Clerk	
Assets Register	Available from Clerk	
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)	Available from Clerk	
Register of members' interests	N W B C – Returning Officer.	
Register of gifts and hospitality	See Clerk.	
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; some information may only be available by inspection. Refer to Class 5.	
Allotments	Refer to Class 5.	
Burial grounds and closed churchyards	Refer to Class 5.	
Community centres and village halls	Not applicable but do support Maintenance Grants	
Parks, playing fields and recreational facilities	Not applicable but do support Maintenance Grants.	
Seating, litter bins, clocks, memorials and lighting	Only seating applicable. Refer to Asset register.	
Bus shelters	Refer to Class 5. See	

	asset register.	
Markets	Not applicable.	
Public conveniences	Not applicable.	
Agency agreements	Not applicable.	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Available from Clerk and Web.	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Clerk, Mrs Karen Meads, 10 Convent Close, Atherstone, CV9 1PW
Telephone 01827 722552
Email parishclerk@mancetter.org.uk

SCHEDULE OF CHARGES

Mancetter Parish Council recognises that a Parishioner of Mancetter has already contributed towards running costs by the way of the precept.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ .. per sheet (black & white)	10p per sheet*
	Photocopying @ ..p per sheet (colour)	20p per sheet*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

*A Single request of up to 3 pages is free for Parishioners on the electoral role for Mancetter. Thereafter 10p per sheet.

*Non-parishioners 10p per sheet for black and white. 20p per sheet for colour.