

Newbottle Parish Council
Freedom of Information Act – Confirmed June 2018

Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme.

Information to be published	How the information can be obtained
Class1 – Who we are and what we do Who’s who on the Council and its Committees	Hard copy from Clerk and Responsible Financial Officer or on website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Clerk and Responsible Financial Officer Theresa Goss 01295 710965 newbottleparishcouncil@yahoo.co.uk
Location of main Council office and accessibility details	c/o 3 Tanners Close, Middleton Cheney, OX17 2GD Phone for access
Staffing structure	Clerk and Responsible Financial Officer
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	(hard copy from Clerk and Responsible Financial Officer or website)
Annual return form and report by auditor	Clerk and Responsible Financial Officer
Finalised budget	Clerk and Responsible Financial Officer
Precept	Clerk and Responsible Financial Officer
Financial Standing Orders and Regulations	Clerk and Responsible Financial Officer
Grants given and received	Clerk and Responsible Financial Officer
List of current contracts awarded and value of contract	Clerk and Responsible Financial Officer
Members’ allowances and expenses	Clerk and Responsible Financial Officer
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
Parish Plan (current and previous year as a minimum)	In place
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Clerk and Responsible Financial Officer

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Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum Timetable of Parish Council meetings	(hard copy or website) At Parish Council meetings – see minutes
Agendas of meetings (as above)	Monthly (except August and December) in Memorial Hall, Charlton
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	On notice boards in village and on web site
Reports presented to council meetings –NB. this will exclude information that is properly regarded as private to the meeting.	Minutes on web site or from Clerk and Responsible Financial Officer Summary in Banbury Guardian & The Link
Responses to consultation papers	Clerk and Responsible Financial Officer
Responses to planning applications	Clerk and Responsible Financial Officer
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy from Clerk and Responsible Financial Officer or on website)
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements	Contact Clerk and Responsible Financial Officer
Schedule of charges for the publication of information)	See below

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<p style="text-align: center;">Class 6 – Lists and Registers</p> <p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Currently maintained lists and registers only</p>	<p>Hard copy from Clerk and Responsible Financial Officer or website; some information may only be available by inspection)</p>
Assets Register	Clerk and Responsible Financial Officer
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)	
Register of members' interests	Clerk and Responsible Financial Officer
Register of gifts and hospitality	Clerk and Responsible Financial Officer
<p style="text-align: center;">Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	<p>(hard copy from Parish Clerk or website; some information may only be available by inspection)</p>
Community centres and village halls	Clerk and Responsible Financial Officer
Parks, playing fields and recreational facilities	Clerk and Responsible Financial Officer
Seating, litter bins, clocks, memorials and lighting	Clerk and Responsible Financial Officer
Bus shelters	Clerk and Responsible Financial Officer

Contact details: Clerk and Responsible Financial Officer Theresa Goss
3 Tanners Close, Middleton Cheney, OX17 2GD
01295 710965
newbottleparishcouncil@yahoo.co.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10 p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class