

## **Publication Scheme – Farcet Parish Council**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Organisational Information</b> <ul style="list-style-type: none"> <li>List of councillors with contact details</li> <li>Full address of council with telephone numbers.</li> <li>Location of the council office.</li> </ul>	<b>Web site</b> <b>Newsletter</b> <b>E-mail</b> <b>Hard copy – contact Clerk</b>	<b>Free</b> <b>Free</b> <b>Free</b> 10p/sheet plus postage
<b>What we spend and how we spend it</b> <ul style="list-style-type: none"> <li>Financial Regulations</li> <li>Annual Audit Return</li> <li>Budget</li> <li>Standing Orders</li> <li>Current contracts awarded</li> <li>Members' allowances and expenses</li> </ul>	<b>Website</b> <b>Hard Copy – contact Clerk</b>	<b>Free</b> 10p/sheet plus 2 <sup>nd</sup> class postage
<b>How we make decisions</b> <ul style="list-style-type: none"> <li>Timetable of meetings</li> <li>Agendas of meetings</li> <li>Minutes of meetings excluding private matters.</li> <li>Reports presented to the council.</li> <li>Responses to planning applications</li> </ul>	<b>Website</b>  <b>Hard Copy – contact Clerk</b>	<b>Free</b>  10p/sheet plus 2 <sup>nd</sup> class postage
<b>What our priorities are and how we are doing.</b> <ul style="list-style-type: none"> <li>Outstanding project list</li> </ul>	<b>Hard Copy – contact Clerk</b>	10p/sheet plus 2 <sup>nd</sup> class postage
<b>Our policies and procedures</b> <ul style="list-style-type: none"> <li>Procedural Standing Orders</li> <li>Code of Conduct</li> <li>Delegated authority in respect of officers</li> </ul>	<b>Web site</b> <b>Hard Copy – contact Clerk</b>	<b>Free</b>  10p/sheet plus 2 <sup>nd</sup> class postage
<b>Policies and procedures for the provision of services and about the employment of staff:</b> Complaints procedure Data Protection policy Filming and broadcasting policy Grants awarding policy Social Media Policy	<b>Website</b> <b>Hard Copy – contact Clerk</b>	<b>Free</b> 10p/sheet plus 2 <sup>nd</sup> class postage

Equality and Diversity Policy		
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<b>Lists and registers</b> <ul style="list-style-type: none"> <li>• Cemetery records – access only</li> <li>• Assets Register</li> <li>• Register of Members' Interests</li> <li>• Register of allotment tenants</li> </ul>	<b>By appointment.</b>  <b>Hard copy – contact Clerk</b>	<b>Free</b>  <b>10p/sheet plus 2<sup>nd</sup> class postage</b>
<b>The services we offer</b> <ul style="list-style-type: none"> <li>• Allotments – tenancy agreement</li> <li>• Burial ground – fees and rules.</li> <li>• Village Hall</li> <li>• Play area</li> <li>• Playing Field</li> </ul>	<b>Fees – web site</b> <b>Rest: Hard Copy – contact Clerk</b>  <b>E-mail</b>	<b>Free</b> 10p/sheet plus 2 <sup>nd</sup> class postage <b>Free</b>

### Schedule of Charges

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying @10p per sheet (black and white)	Actual cost
	Postage: .68p	Actual cost of Royal Mail standard 2 <sup>nd</sup> Class