

## Freedom of Information Act 2005

From 1st January 2009, Heversham Parish Council has adopted the “Model Publication Scheme for Local Councils”, produced in accordance with the Freedom of Information Act 2005 and has published details of information held in accordance with that scheme, as follows:

### Information available from Heversham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only	All hard copies from the Clerk, or the website – details of both shown at end of document.	All emails free or 10p per page plus postage.
Who’s who on the Council and its Committees	Hard copy	“
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website or Hard copy	“
Location of main Council office and accessibility details	Hard copy	“
Staffing structure	Hard copy	“
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy	“
Finalised budget	Hard copy	“
Precept	Hard copy	“
Financial Standing Orders and Regulations	Hard copy	“
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy	“
Quality status	Hard copy	“
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy	“
Agendas of meetings (as above)	Hard copy	“
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website or Hard copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	“
Responses to consultation papers	Hard copy	“
Responses to planning applications	Website or Hard copy	“
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Hard copy Hard Copy Hard copy Hard copy	“ “ “ “
Schedule of charges (for the publication of information)	Below	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Playground inspections – view original only	
Assets Register	Hard copy	“
Register of members’ interests	Hard copy or meetings	“
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	None	
Burial grounds and closed churchyards	None owned	
Community centres and village halls	Athenaeum, N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b> that is not itemised in the lists above The Council is Trustee for two charities Deeds and Maps	Hard Copy View through Clerk	“

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Photocopies	Cost + labour = 10p page

**Contact details: Mrs Denise Challenor, Tanglewood, New Barnes Close, Arnside, LA5 0BL. Telephone : 01524 761824 email : [heversham@tiscali.co.uk](mailto:heversham@tiscali.co.uk)  
Website: [heversham.org](http://heversham.org)**