

# DOWNLEY PARISH COUNCIL

## INFORMATION AVAILABLE FROM DOWNLEY PARISH COUNCIL: UNDER THE MODEL PUBLICATION SCHEME

Last updated: 04/02/2008

Under the Freedom of Information Act 2000 (FOI) the Parish Council is required to routinely and proactively provide information to the public. Information can be viewed on the Parish Council Website or alternatively by applying to the Parish Clerk.

Information to be published	How the information can be obtained (hard copy (Clerk) and/or website)	Cost £
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website/Clerk	*
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/Clerk	n/a
Location of main Council office	Website/Clerk	n/a
Staffing structure	Clerk	*
<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	Clerk	*/**
Finalised budget	Financial Records: Clerk	*/**
Precept	Parish Council Minutes: Website/Clerk	*
Financial Standing Orders and Regulations	Website/Clerk	*
Grants given and received	Clerk	*
<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)	Website/Clerk	*
Quality status	Clerk	n/a
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Website/Clerk	*
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice Boards/Clerk	*
Agendas of meetings (as above)	Website/Notice Boards/Clerk	*

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Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Clerk	*
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Clerk	*

Responses to consultation papers	Clerk	*
Responses to planning applications	Website/Clerk	*

## **Class 5 – Our policies and procedures**

(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 <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements	Website/Clerk	*
Policies and procedures for the provision of services and about the employment of staff: 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)	Website/Clerk (Policies & Procedures)	*
Recruitment policies (including current vacancies): Policies and procedure for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Clerk	*
Data protection policies	Website/Clerk (Data Protection Act )	*
Schedule of charges (for the publication of information)	Website/Clerk	*

## **Class 6 – Lists and Registers**

Currently maintained lists and registers only (some information may only be available by inspection)

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Clerk	*
Assets Register	Clerk	*

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## Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) (some information may only be available by inspection) Current information only

Allotments	Website/Clerk	*
Community centres and village halls	Website/Clerk	n/a
Parks, playing fields and recreational facilities	Website/Clerk	n/a
Seating, litter bins, memorials and lighting	Clerk	n/a
Bus shelters	Website/Clerk	n/a
A summary of services for which the council is entitled to recover a fee, together with those fees	Website/Clerk	*

### **CONTACT DETAILS**

**Address:** Parish Clerk, Downley Parish Council, The Community Centre, School Close, Downley, High Wycombe, Bucks, HP13 5TR

**Telephone:** 01494 257711 **Email:** [clerk@downleyparishcouncil.org](mailto:clerk@downleyparishcouncil.org) **Website:** [www.downleyparishcouncil.org](http://www.downleyparishcouncil.org)

\*if hard copy requested, Parish Council printing/postage fees will apply

\*\*to contact the Clerk direct to arrange a viewing of records