

Information available from Oving Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Oving Parish Council Address Telephone Email and website</p>	Website	FOC
Who's who on the Council and its Committees	Website	FOC
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & all hard copy communications Noticeboards all notices hard copies	FOC
Location of main Council office and accessibility details	Office address on website and in all communications	FOC
Staffing structure	Sole employee is Parish Clerk	

Class 2 – What we spend and how we spend it		
ALL DOCUMENTS below Annual return form and report by auditor	Hard copy on noticeboards and on website available on application to the Parish Clerk in hard copy format.	FOC up to 10 pages. Additional pages 10p per sheet
Finalised budget	As above	
Precept	As above	
Borrowing Approval letter	On application hard copy	FOC
Financial Standing Orders and Regulations	On website or hard copy	FOC
Grants given and received	n/a	
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	Provided in minutes monthly in payment run. Hard copy on application. On website	

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website) All decisions of council on agendas, minuted and reported at meetings of the council. Minutes & agendas on noticeboards and website	FOC
Parish Plan (current and previous year as a minimum)	None	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Chairman’s annual report given at Annual parish meeting published in PC news or SH News	FOC
General Power of Competence	Taken by PC	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	On website & minutes	
Agendas of meetings (as above)	On website/noticeboards	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	On website/noticeboards	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	In minutes	
Responses to consultation papers	In minutes if applicable	
Responses to planning applications	In minutes and uploaded to District Council website.	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy or website N/A Within standing orders & Financial Regulations Hard copy or website Hard copy or website</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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</p>	<p>N/A TBC TBC N/A See this document. Apply to Parish Clerk.</p>	

Complaints procedures (including those covering requests for information and operating the publication scheme)	Complaints Policy hard copy or website	FOC
Records management policies (records retention, destruction and archive)	All records retained in electronic format backed up to cloud system. Paper format for Agenda, Minutes, Reports etc. held in filing cabinet and archive store.	
Data protection policies	In accordance with Data Protection Act requirements under Licence as data controller	
Schedule of charges (for the publication of information)	Most documents will not be charged. Copies in excess of 10 pages may be charged at 5p per page.	

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Assets register	In electronic and paper format in office.	
Register of members' interests	Paper format & electronically published by District Council	
Register of gifts and hospitality	None but would be retained electronically	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	(hard copy or website; some information may only be available by inspection)	
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	Oving Village Hall	
Parks, playing fields and recreational facilities	Recreation Ground at Bowling Alley, Oving. Football field Cricket nets Children’s play area	
Seating, litter bins, clocks, memorials and lighting	Street lighting, litter bins, dog waste bins, village green, noticeboards, various benches throughout vilage	
Bus shelters	2	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

Additional Information		
Oving Parish Council operates in a transparent and open way. We aim to provide parishioners with information request, if available, with the exception of legally privileged and confidential staffing matters as soon as possible following a request.		

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class