PLUMSTEAD PARISH COUNCIL

Freedom of Information Publication Scheme

Information available from Plumstead Parish Council under their Publication Scheme

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who on the Council and its Committees	From the website
Contact details for Parish Clerk and Councillors	Details on website
Location of main Council office and accessibility details	Office is the Clerk's home. Annual meetings are held in the Church, all other meetings held at various locations within Plumstead as advertised on the Website
Staffing structure	Only one member of staff (Clerk)
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 as a minimum	
Annual return form	Website or hard copy from the Clerk
Finalised budget	Website or hard copy from the Clerk
Precept	Website or hard copy from the Clerk
Borrowing Approval letter	N/A
Financial Regulations and Standing Orders	Website or hard copy from the Clerk
Grants given and received – Recorded in the Minutes	Website or hard copy from the Clerk
List of current contracts awarded and value of contract	N/A
Councillors' allowances and expenses	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Acton Plans (if any)	N/A
Chair's Annual Report to the Parish Meeting	Website or hard copy from the Clerk
Class 4 – How we make decisions (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)	Website or hard copy from the Clerk
Agendas of meetings (as above)	Website, Flagpole Noticeboard or hard copy from the Clerk

Information to be published	**How the information can be obtained**
Minutes of meetings (as above) NB: this will exclude information that is properly regarded as private to the meeting	Website, Flagpole Noticeboard or hard copy from the Clerk
Reports presented to council meetings NB: this will exclude information that is properly regarded as private to the meeting.	Website or hard copy from the Clerk
Responses to planning applications & consultation papers	Website or hard copy from the 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: Code of Conduct Complaints Procedure Financial Procedures General Data Protection Regulation Policy Health & Safety Policy Statement Freedom of Information Publication Scheme Risk Assessment Policy (incorporating Asset Register) Standing Orders	Website or hard copy from the Clerk
Class 6 – Lists and Registers 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)	N/A
Asset Register	Website or hard copy from the Clerk
Register of Councillors' interests	Available from NNDC website
Register of gifts and hospitality	Apply to Clerk
Class 7 – The services we offer (Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses). Current information only	
~~Allotments~~	N/A
~~Community centres and village halls~~	N/A
~~Parks, playing fields and recreational facilities~~	N/A
Seating, ~~litter bins, clocks, memorials and lighting~~	No relevant information
Bus shelters	No relevant information
~~Markets~~	N/A
~~Public conveniences~~	N/A
~~Agency agreements~~	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (eg burial fees)	N/A

Contact details for the Clerk:
Cherrie Woods
Tel: 07586757974
Email: clerkplumsteadpc@gmail.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 27p per sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class

* The actual cost incurred by the Parish Council, including any third party charges and Clerk's time in producing or preparing the requested information