



**DRY DRAYTON PARISH COUNCIL  
PUBLICATION SCHEME  
(Based on the model ICO Publication Scheme)  
Adopted December 2020**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website/hard copy/email	Free/10p per page/free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/hard copy/email	Free/10p per page/free
Location of main Council office and accessibility details	Website/hard copy/email for details of accessibility	Free/10p per page/free
Staffing structure	Website/hard copy/email	Free/10p per page/free

<p><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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website/hard copy/email	Free/10p per page/free
Finalised budget	Website/hard copy/email	Free/10p per page/free
Precept	Website/hard copy/email	Free/10p per page/free
Borrowing Approval letter (where any such borrowing has been given)	Hard copy/email	10p per page/free
Financial Standing Orders and Regulations	Website/hard copy/email	Free/10p per page/free
Grants given and received	Hard copy/email	10p per page/free
List of current contracts awarded and value of contract	Hard copy/email	10p per page/free
Members' allowances and expenses	Hard copy/email	10p per page/free
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		
Parish Plan (current and previous year as a minimum)	Website/hard copy/email	Free/10p per page/free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/hard copy/email	Free/10p per page/free
Quality status	Hard copy/email	10p per page/free
Local charters drawn up in accordance with DCLG guidelines	Hard copy/email	10p per page/free

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/hard copy/email	Free/10p per page/free
Agendas of meetings (as above)	Website/hard copy/email	Free/10p per page/free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/hard copy/email	Free/10p per page/free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/hard copy/email	Free/10p per page/free
Responses to consultation papers	Hard copy/email	10p per page/free
Responses to planning applications	Website/hard copy/email	Free/10p per page/free
Bye-laws		
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference</p>	<p>For all policies and procedures:</p> <p>Website/hard copy/email</p>	<p>For all policies and procedures:</p> <p>Free/10p per page/free</p>

Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  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 Complaints procedures (including those covering requests for information and operating the publication scheme)	For all policies and procedures:  Website/hard copy/email	For all policies and procedures:  Free/10p per page/free
Information security policy	Website/hard copy/email	Free/10p per page/free
Records management policies (records retention, destruction and archive)	Website/hard copy/email	Free/10p per page/free
Data protection policies	Website/hard copy/email	Free/10p per page/free
Schedule of charges (for the publication of information)	Website/hard copy/email	Free/10p per page/free
<b>Class 6 – Lists and Registers</b>  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;	Hard copy	10p per page

in most circumstances existing access provisions will suffice)		
Assets register	Hard copy/email	10p per page/free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable (available from Monitoring Officer at the District Council)	
Register of members' interests	Original documents maintained by District Council. Hard copy of documents available	10p per page
Register of gifts and hospitality	Original documents maintained by District Council. Hard copy of documents available	10p per page
<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	Some information may only be available by inspection (free)	
Allotments	Hard Copy/email	10p per page/free
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	Not Applicable	
Parks, playing fields and recreational facilities	Not Applicable	
Seating, litter bins, clocks, memorials and lighting	Hard Copy/email	10p per page/free
Bus shelters	Hard Copy/email	10p per page/free
Markets	Not Applicable	
Public conveniences	Not Applicable	

Agency agreements	Not Applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy/email	10p per page/free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>	Major Enquiries	£15 per hour, in accordance with current legislation Local Government Act 2003, section 93.

\* the actual cost incurred by the public authority

### Contact details:

<p><b>The Clerk to Dry Drayton Parish Council</b> (or The Chairman of Dry Drayton Parish Council, c/o) 12 Lucks Lane Buckden St Neots Cambridgeshire PE19 5TF Tel: 07594 621570 Email: <a href="mailto:clerk@drydraytonpc.org.uk">clerk@drydraytonpc.org.uk</a> Website: <a href="http://www.drydraytonpc.org.uk">www.drydraytonpc.org.uk</a></p>	<p><b>Information Commissioner's Office</b> Wycliffe House Water Lane Wilmslow Cheshire SK9 5AF Information Line: 01625 545745 or 08456 30 60 60 Switchboard: 01625 545745 Website: <a href="http://www.ico.gov.uk">www.ico.gov.uk</a></p>
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