

Information available from Loxwood Parish Council under the Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the council and its committees	Hard copy Website	Disbursement cost
Contact details for the Clerk and council members	Hard copy Website	Disbursement cost
Staffing structure	Hard copy Website	Disbursement cost
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)		
Full accounts and audit report	Hard copy Website	Disbursement cost
Finalised budget	Hard copy Website	Disbursement cost
Precept	Hard copy Website	Disbursement cost
Financial Standing Orders and Regulations	Hard copy Website	Disbursement cost
Grants given and received	Hard copy	Disbursement cost
Members' allowances and expenses	Hard copy	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual report to Parish Assembly	Hard copy Website	Disbursement cost
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Web site	Free of charge
Agendas of meetings (as above)	Web site	Free of charge
Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Web site	Free of charge
Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i>	Hard copy	Disbursement cost
Responses to consultation papers	Hard copy	Disbursement cost
Responses to planning applications	Hard copy Web site	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

<u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Hard copy Web site	Disbursement cost
Schedule of charges (for the publication of information)	Hard copy Web site	Disbursement cost
Class 6 – Lists and Registers (Currently maintained lists and registers)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – some information may be available for inspection only	Disbursement cost
Asset Register	Web site	Free of charge
Register of members' interests	Web site	Free of charge
Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Parks, playing fields and recreational facilities	Open to the public	Free of charge
Bus shelters	Open to the public	Free of charge

Charging Provision- Section 12 FOI Act

Item of charge	Detail	Cost
Hours required to satisfy the FOI Request	Up to 18 hours	Free of charge
Hours required to satisfy the FOI Request	Over 18 hours	£25 per hour
Hard copies as per the publication scheme	Printed pages	10p per non colour 15p per colour page
Postage of hard copies	Costs incurred	Copies will be posted second class unless specified in request.
Electronic material	Cost of supply	Free of charge