

**At a meeting of Rippingale Parish Council held 23rd February, 2009, the
MODEL PUBLICATION SCHEME (Freedom of Information Act 2000)
Effective 1st January, 2009 was adopted.**

This Act provides individuals/organisations with the right to request information held by the Parish Council.
If you would like more information, please refer to The Information Commission, www.ico.gov.uk.

Sheila.Scholes,
Clerk to the Council,
28th February, 2009.

**Publication Scheme Information available from
Rippingale Parish Council under the Model Publication Scheme**

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Chairman & Councillors' contact details Current information only	Rpcouncil website Rippingale village website Hard copy.	

Who's who on the Council and its Committees	Websites & Hard Copy	
Contact details for Parish Clerk and Council members	Websites, Hard Copy, Parish Notice Board.	
Location of main Council office and accessibility details	N/a	
Staffing structure	N/a	
Class 2 – What we spend and how we spend it Annual Budget & audit(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Monthly financial statements Current and previous financial year as a minimum	Websites, Hard copy, Parish Notice Board. Hard Copy	
Annual return form and report by auditor	Websites, Hard copy, Parish Notice Board	
Finalised budget	Websites, Hard Copy	
Precept	Websites, Hard Copy, Newsletter.	
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	Hard Copy	
Grants given and received	Hard Copy	
List of current contracts awarded and value of contract	N/a	
Members' 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)		
Parish Plan (current and previous year as a minimum – under preparation)	Web sites, Hard Copy	
Annual Report to Parish or Community Meeting	Websites, Hard Copy	

Quality status	N/a	
Local charters drawn up in accordance with DCLG guidelines	N/a	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy, Parish Newsletter, Websites	
Agendas of meetings (as above)	Hard Copy, Parish Notice Board, Websites	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, Web-sites	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Hard Copy	
Bye-laws	Hard Copy, Websites	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy, Websites	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copy, Websites	
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)	Hard Copy/Websites	

Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges for the publication of information)	Hard Copy	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Some information may only be available by inspection) Hard copy	
Any publicly available register or list	Hard copy	
Assets Register	Hard copy	
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)	Hard copy	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or Websites. Some information may only be available by inspection.	
Allotments	Hard copy/Website	
Burial grounds and closed churchyards	N/a	
Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	N/a	

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 (e.g. burial fees)	Hard Copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Village websites & Hard copy	

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 @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority