



# THE IVERS

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## PARISH COUNCIL

### Information available from The Ivers Parish Council under the model publication scheme

(Adopted 18<sup>th</sup> December 2023)

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

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

<b>Class 4 – How we make decisions</b> (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)	Hard copy and website	
Agendas of meetings (as above)	Hard copy and website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and website	
Responses to consultation papers	Hard copy and website	
Responses to planning applications	Hard copy and website	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
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	Hard copy and website	

Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy and website	
Information security policy	Hard copy and website	
Records management policies (records retention, destruction and archive)	Hard copy and website	
Data protection policies	Hard copy and website	
Schedule of charges (for the publication of information)	Hard copy and website	
<b>Class 6 – Lists and Registers</b>		
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)		
Assets Register	Hard copy and website	
Register of members' interests	Hard copy and website	
Register of gifts and hospitality	Hard copy and website	
Parish Council Burial Register	Only available by inspection in person	

<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		
Allotments	Hard copy and website	
Burial grounds and closed churchyards	Hard copy and website	
Community centres and village halls	Hard copy and website	
Parks, playing fields and recreational facilities	Hard copy and website	
Seating, litter bins, clocks, memorials and lighting	Hard copy and website	
Bus shelters	Hard copy and website	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and website	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Freedom of Information Disclosure Log	Hard copy and website	

**Contact details:**

The Clerk  
 The Ivers Parish Council  
 45B High Street  
 Iver, Buckinghamshire  
 SL0 9ND  
 Email: [clerk@iverparishcouncil.gov.uk](mailto:clerk@iverparishcouncil.gov.uk) Tel: 01753 655331

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost * 0.53p
	Photocopying @ 50p per sheet (colour)	Actual cost 4.3p
	Postage £0.75	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority