



Information available from Four Marks Parish Council under the model publication scheme

| Information to be published | How the information can be obtained |
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| Class 1 - Who we are and what we do | |
| Who's who on the Council and its Committees | Council website. |
| Contact details for Parish Executive Officer and Council members (named contacts where possible with telephone number and email address (if used)) | Council website / Parish Noticeboards / Four Marks News |
| Location of main Council office and accessibility details | Executive Officer, Four Marks Parish Council Parish Office, Sports Pavilion Uplands Lane, Four Marks GU34 5AF Email: clerk@fourmarks-pc.org.uk Tel: 01420 768284 Website: www.fourmarks-pc.org.uk By Appointment only |
| Staffing structure | Two employees |
| Class 2 – What we spend and how we spend it | |
| Annual return form and report by auditor | Hard copy and/or emailed scanned copy of Annual Return. Report by internal auditor available |

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| | electronically. |
| Finalised budget | Published in the Council minutes of the preceding year and available in electronic format from the Executive Officer, |
| Precept | Published in the Council minutes of the preceding year and available in electronic format from the Executive Officer. |
| Financial Standing Orders and Regulations | Available on the Councils website and electronically. |
| Grants given and received | All grants given and received are itemised in the Councils accounts and reported in Council Minutes. Minutes are published on the Council website, available in hard copy or electronic copy (from October 2012), Council's accounts are available electronically from the Executive Officer. |
| List of current contracts awarded and value of contract | Information available from the Executive Officer in electronic format if applicable. |
| Members' allowances and expenses | Travel expenses are reported in the Councils accounts. Available electronically from the Executive Officer. |
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| Class 3 – What our priorities are and how we are doing | |
| Parish Plan/Village Design Statement/Neighbourhood Plan | District and Parish Council websites. |
| Annual Report to Parish or Community Meeting | Council website. |
| Quality status | Not applicable. |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable. |
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| Class 4 – How we make decisions | |

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| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Agreed and published by Council annually and available from the Executive Officer in electronic format. Dates published on the Council website. |
| Agendas of meetings (as above) | Published on the Council's website, noticeboards and previous copies available by request from the Executive Officer. Hard or scanned copies only available prior to October 2012 |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Published on the Council's website. Electronic copies available from October 2012. Hard or scanned copies only available prior to October 2012 |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Available on request from the Executive Officer prior to the meeting or at a later date in electronic format from October 2012. Hard or scanned copies only available prior to October 2012 |
| Responses to consultation papers | Available within the minutes of Council meeting where the response of the Council was ratified. Available from the Executive Officer on request electronically from October 2012. Hard or scanned copies only available prior to October 2012 |
| Responses to planning applications | Minutes published on the Council's website. The Council's comments are also submitted to the Planning Authority (EHDC) and are available to view on their website. |
| Bye-laws | County and District Council websites |
| Class 5 – Our policies and procedures | |
| Policies and procedures for the conduct of council business: | |
| Procedural standing orders | Available on request from the Executive Officer in |

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| Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct | an electronic format, if not currently available on the website |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Financial Regulations 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) | Available on the website or upon request from the Executive Officer in electronic format. |
| Information security policy | Available on the website |
| Records management policies (records retention, destruction and archive) | Available on the website |
| Data protection policies, including social media | Available on the website |
| Schedule of charges (for the publication of information) | See schedule on Page 6 of this document |
| Class 6 – Lists and Registers Currently maintained lists and registers only | |
| Assets Register | Available in electronic format |
| Disclosure log (<i>indicating the information that has been provided in response to requests</i>) | To be developed |
| Register of members' interests | Most recent copies available on the District Council website, link from Council website |
| Register of gifts and hospitality | On website |
| Class 7 – The services we offer Current information only | |
| Allotments | By request from Allotments Association |

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| Burial grounds | Information / searches copies of records available relating to Four Marks Cemetery in hard copy and charged in accordance with the current Cemetery's fees. Available as electronic scanned or hard copy, as applicable. |
| Community centres and village halls | Lease agreement with Trustees. Hard copy available on request. |
| Parks, playing fields and recreational facilities | Information relating to the purchase, maintenance and weekly, monthly & annual safety checks of the Council's play equipment. Information relating to the maintenance contract of the Recreation Ground, Oak Green Parade, Cemetery and other land owned by the Parish Council and Wayleave agreement with SSE. Available as electronic scanned or hard copy. |
| Seating, litter bins, clocks, memorials and lighting | Limited information available from the Executive Officer relating to the location and cost of seating and litter bins provided by the Parish Council. Memorial. Available as electronic scanned or hard copy. |
| Bus shelters | Limited information held available from the Executive Officer on bus shelters owned by the Parish Council. Available as electronic scanned or hard copy. |
| Markets | Not currently applicable. |
| Public conveniences | Not currently applicable. |
| Agency agreements | Not currently applicable. |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Information available from the Executive Officer relating to the Cemetery and commercial use of the other areas. Available as electronic scanned, hard copy or on the website. |

Contact details:

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SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost |
| | Photocopying @ 80p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | | In accordance with the relevant legislation. |
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| Other | Mileage | In accordance with the current HMRC mileage rate. |
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