



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

Information to be published	How the information can be obtained
Class 1 - Who we are and what we do	
Who's who on the Council and its Committees	Council website.
Contact details for Parish Clerk 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	Clerk, 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	Three 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

	electronically.
Finalised budget	Published in the Council minutes of the preceding year and available in electronic format from the Clerk,
Precept	Published in the Council minutes of the preceding year and available in electronic format from the Clerk.
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 Clerk.
List of current contracts awarded and value of contract	Information available from the Clerk in electronic format if applicable.
Members' allowances and expenses	Travel expenses are reported in the Councils accounts. Available electronically from the Clerk.
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.
Class 4 – How we make decisions	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Agreed and published by Council annually and available from the Clerk 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 Clerk. 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 Clerk 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 Clerk 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 Committee and sub-committee terms of reference Delegated authority in respect of officers	Available on request from the Clerk in an electronic format, if not currently available on the website

Code of Conduct	
<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>Financial Regulations</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>	Available on the website or upon request from the Clerk 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
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 Clerk 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 Clerk 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 Clerk 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
Statutory Fee		In accordance with the relevant legislation.
Other	Mileage	In accordance with the current HMRC mileage rate.