

FISHBOURNE PARISH COUNCIL

Freedom of Information Act
Information Available under its Model Publication Scheme

Information to be published	Information Source	Cost
Class 1 - Who we are and what we do (Organisational information, structures and locations and contacts) Current Information only		
Who's who on the Council and its Committees	Website Fishbourne Parish Newsletter E mail from Clerk Hard copy from Clerk	Free Free Free 10p plus postage
Contact details for Parish Clerk and Council members	Website Fishbourne Parish Newsletter Email from Clerk Hard Copy from Clerk	Free Free Free 10p plus postage
Location of main Council Office Accessibility details (Parish Surgeries are held at the Royal Victoria Yacht Club at 10.00a.m. on Tuesdays)	No office/not available Website Fishbourne Parish Newsletter Parish Noticeboards	n/a Free Free Free
Staffing structure	None/not available	n/a

Information to be Published	Information Source	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) Current and previous financial year		
Annual return form and report by auditor	Website Noticeboard at audit Hard copy from Clerk	Free Free 10p per sheet plus postage
Finalised budget	Website E mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Precept (in Minutes and Accounts)	Website E mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Borrowing approval letter	No letter/not available	n/a
Standing Orders and Financial Regulations	Website E mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Grants given and received	E mail Hard copy from Clerk	Free 10p per sheet plus postage
List of current contracts awarded and value of contract	None/not available	n/a
Members' Allowances and expenses	E mail from Clerk Hard copy from Clerk	Free 10p per sheet plus postage

Information to be published	Information Source	Cost
Class 3 - What our priorities are and progress (Strategies and plans, performance indicators, audits, inspections and reviews)		
Supplementary Planning Document Fishbourne Chapter of Ryde Area Action Plan Housing Needs Survey Parish Plan	Website and Fishbourne Parish Newsletter on adoption Email from Clerk Hard copy from Clerk	Free Free Free 10p per sheet plus postage
Chairman's Report to Annual Parish Meeting	Website E mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Quality Status	n/a	n/a
Local Charters drawn up in accordance with DCLG guidelines	No charters/not available	n/a

Class 4 - How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council and Committee Meetings and Parish Meetings)	Website Noticeboards Fishbourne Parish Newsletter	Free Free Free
Agendas of Meetings (as above)	Noticeboards Website E mail/ mailing list on request Hard copy from Clerk	Free Free Free 10p per sheet plus postage
Minutes of Meetings	Website E mail/ mailing list on request Hard copy from Clerk	Free Free 10p per sheet plus postage
Reports presented to Council Meetings (current meeting only)	Hard copy from Clerk	10p per sheet plus postage

Information to be published	Information Source	Cost
Responses to consultation papers (current meeting only)	Hard copy from Clerk	10p per sheet plus postage
Responses to Planning Applications	Minutes	See above
Bye-laws	None	n/a

Class 5 - Our policies and procedures Current Information only		
Financial Regulations and Standing Orders	Website E-mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Committee Terms of Reference	Hard copy from Clerk	10p per sheet plus postage
Delegated authority in respect of Officers	Financial Regulations / Standing Orders	10p per sheet plus postage
Code of Conduct	Website E-mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Policies and procedures for handling requests for information	Website E-mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Complaints procedures	Website E-mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Data Protection policies	Website E-mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage

Information to be published	Information Source	Cost
Records management policies (records retention, destruction, archive)	Website E-mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Other policy statements	Hard copy from Clerk	10p per sheet plus postage

Class 6 - Lists and Registers Currently maintained lists and registers only		
Any publicly available register of list	None/Not available	n/a
Assets Register	Viewing only (Clerk)	Free
Disclosure log	None/Not available	n/a
Register of Members Interest	Website IW Council website	Free Free
Register of gifts and hospitality	Viewing only (Clerk)	Free

Class 7 - The services we offer Current information only		
Allotments	None/Not available	n/a
Burial grounds and closed churchyards	None/Not available	n/a
Village Hall	None/Not available	n/a
Parks, playing fields and recreational facilities	None/Not available	n/a
Seating, litter bins, clocks	E-mail from Clerk Hard copy from Clerk	Free 10p per sheet plus postage

Information to be published	Information Source	Cost
Bus shelters	None/Not available	n/a
Markets	None/Not available	n/a
Public conveniences	None/Not available	n/a
Agency agreements	None/Not available	n/a
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None/Not available	n/a

Additional Information		
All information other than that which is confidential is available for public inspection by prior arrangement with Parish Clerk		Free

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Paper and copying facility
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory fee	None	N/A

CONTACT DETAILS

Mrs Maxine Warr
Clerk to Fishbourne Parish Council
30 Fieldfare Crescent
Northwood
Cowes
Isle of Wight
PO31 8AJ

Tel: 07815 990019
email: fishbournepc@btinternet.com
www.fishbourneiow.org.uk

Publication Scheme adopted by Fishbourne Parish Council 1st December 2008
Reviewed 8th October 2020