



DEEPI NG ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, Peterborough PE6 8HD
 E-mail: clerk.dsipc@btconnect.com Tel: 01778 343266 www.dsipc.co.uk

Parish Clerk: Julie Fortnum

FREEDOM OF INFORMATION ACT 2000

Information available from Deeping St James Parish Council under the model publication scheme.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do:</p> <p>Deeping St James Parish Council, The Institute, 38 Church Street, Deeping St James, PE6 8HD Tel/Fax: 01778 343266 (answer phone) email: clerk.dsipc@btconnect.com Proper Officer & Responsible Financial Officer: Mrs. Julie Fortnum (Parish Clerk) Web Site: www.dsipc.org.uk</p>	<p>Web Site: www.dsipc.org.uk</p> <p>By email: clerk.dsipc@btconnect.com</p> <p>Inspection by appointment at the Institute 01778 343266</p> <p>Displayed on Council Notice Board at the Institute.</p> <p>If you would like a hard copy please telephone the Parish Clerk 01778 343266 (answer phone available)</p>	<p>10p per photo copy sheet</p>
<p>Who's who on the Council and its Committees:</p> <p>List available</p>	<p>Web Site: www.dsipc.org.uk</p> <p>By email: clerk.dsipc@btconnect.com</p> <p>Inspection by appointment at the Institute 01778 343266</p> <p>Displayed on Council Notice Board at the Institute.</p> <p>If you would like a hard copy please telephone the Parish Clerk 01778 343266 (answer phone available)</p>	<p>10p per</p>

	available)	photo copy sheet
<p>Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used))</p> <p>List available.</p>	<p>Web Site: www.dsipc.org.uk</p> <p>By email: clerk.dsipc@btconnect.com</p> <p>Inspection by appointment at the Institute 01778 343266</p> <p>Displayed on Council Notice Board at the Institute.</p> <p>If you would like a hard copy please telephone the Parish Clerk 01778 343266 (answer phone available)</p>	10p per photo copy sheet
<p>Location of main Council office and accessibility details and opening hours. The Parish Office is located at 38 Church Street, Deeping St James. The Parish Office is usually open daily Mon, Tues, Wed and Friday 8am-2pm. Thursdays 8am-2pm or 2pm-8pm for Committee Meetings, or 4pm-10pm on the last Thursday of the month (except December) for Council meetings. However, please telephone before calling, as the Parish Clerk works on her own and may be with another customer, or out in the community.</p>	<p>Web Site: www.dsipc.org.uk</p> <p>please telephone the Parish Clerk 01778 343266 for directions and opening hours</p>	
<p>Staffing structure: 15 voluntary elected Council Members Proper Officer and Responsible Financial Officer (Parish Clerk) Assistant Clerk Maintenance Operative Contractors</p>	<p>Hard copy of chart available on request</p> <p>By email: clerk.dsipc@btconnect.com</p>	10p per photo copy sheet
<p>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)</p> <p>Current and previous financial years</p>	<p>Inspection by appointment at the Institute 01778 343266</p> <p>If you would like a hard copy please telephone the Parish Clerk 01778 343266 (answer phone available)</p> <p>By email: clerk.dsipc@btconnect.com</p> <p>Available on web site www.dsipc.org.uk</p>	10p per photo copy sheet
Annual return form and report by auditor	<p>Hard Copy</p> <p>Inspection by appointment at the Institute 01778 343266</p>	10p per photo copy

		sheet
Finalised budget	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Precept	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy Website www.dsipc.org.uk Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Grants given and received	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
List of current contracts awarded and value of contract	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Members' allowances and expenses	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
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)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy Available on web site www.dsipc.org.uk	10p per photo copy sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current Minutes and all previous years available.	Council Minutes available on web site www.dsipc.org.uk Inspection by appointment at the Institute 01778 343266	

	<p>If you would like a hard copy please telephone the Parish Clerk 01778 343266 (answer phone available)</p> <p>Displayed on notice board at the Institute</p>	10p per photo copy sheet
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<p>Hard Copy</p> <p>Website www.dsipc.org.uk</p>	10p per photo copy sheet
Agendas of meetings	<p>Hard Copy</p> <p>Council Agendas available on web site www.dsipc.org.uk</p> <p>And displayed on Institute Notice Board</p>	10p per photo copy sheet
Minutes of meetings excluding information that is properly regarded as private to the meeting.	<p>Hard Copy</p> <p>Available on web site once approved by Council www.dsipc.org.uk</p> <p>Inspection by appointment at the Institute 01778 343266</p>	10p per photo copy sheet
Reports presented to council meetings excluding information that is properly regarded as private to the meeting.	<p>Hard Copy</p> <p>Inspection by appointment at the Institute 01778 343266</p>	10p per photo copy sheet
Responses to consultation papers	<p>Hard Copy</p> <p>Inspection by appointment at the Institute 01778 343266</p>	10p per photo copy sheet
Responses to planning applications	<p>Hard Copy of Minutes Inspection by appointment at the Institute 01778 343266</p>	110p per photo copy sheet
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard Copy of Policy Documents</p> <p>Inspection by appointment at the Institute 01778 343266</p>	10p per photo copy sheet
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p>	<p>Hard Copy</p> <p>Inspection by appointment at the Institute 01778</p>	10p per photo copy

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	343266	sheet
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) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Information security policy	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Records management policies (records retention, destruction and archive)	Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Data protection policies	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Schedule of charges (for the publication of information)	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet
Assets Register	Hard Copy Inspection by appointment at the Institute 01778 343266	10p per photo copy sheet

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	10p per photo copy sheet
Register of members' interests	Inspection by appointment at the Institute 01778 343266	
Register of gifts and hospitality	Inspection by appointment at the Institute 01778 343266	
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 website; some information may only be available by inspection)	
Allotments	Inspection by appointment at the Institute 01778 343266 Hard Copies	10p per photo copy sheet
Burial grounds and closed churchyards	Inspection by appointment at the Institute 01778 343266 Hard Copies	10p per photo copy sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Inspection by appointment at the Institute 01778 343266 Hard Copies	10p per photo copy sheet
Seating, litter bins, clocks, memorials and lighting	Inspection by appointment at the Institute 01778 343266 Hard Copies	10p per photo copy sheet
Bus shelters	Inspection by appointment at the Institute 01778 343266 Hard Copies	10p per photo copy sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Inspection by appointment at the Institute 01778 343266 Hard Copies	10p per photo copy

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Inspection by appointment at the Institute 01778 343266 Hard Copies	sheet 10p per photo copy sheet
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Contact details:

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The Institute, 38 Church Street,
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Proper Officer & Responsible Financial Officer: Mrs. Julie Fortnum (Parish Clerk)
Web Site: www.dsipc.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation
Other	Information available on the website can be inspected free of charge. Information held at The Institute can be inspected by appointment and in most instances will be free of charge but it should be noted that a detailed search of records (for example the Council Minutes) needing the assistance of the Parish Clerk will be subject to a charge of £12 per hour or part of, charged to the nearest five minutes, and will require 20 days written notice in order to meet the specific request.	£12.00 per hour or part of