

Oliver's Battery Council Publication Scheme and  
Guide to information

**Information available from Oliver's Battery Parish Council under the model  
publication scheme issued by the Information Commissioner's Office**

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	free
Contact details for Parish Clerk and Council members	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	free
Location of main Council office and accessibility details	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	free
Staffing structure	Clerk	free
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Clerk	£12.16 per hour
Finalised budget	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	Free
Precept	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	Free

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Financial Standing Orders and Regulations	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	free
Grants given and received	Clerk	£12.16 per hour
List of current contracts awarded and value of contract	Clerk	£12.16 per hour
Members' allowances and expenses	Clerk	£12.16 per hour
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies, plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	Free
Local charters drawn up in accordance with DCLG guidelines	None	
<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 Council meetings	Council meets first Tuesday of the month except August – exact dates on website	Free
Timetable of Committee and Subcommittee meetings, Meeting Agendas	Website & Notice Boards	Free
Annual Parish Meeting (normally held mid-May)	Notice Boards, website, hand delivered notices, Facebook	Free

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Reports presented to council meetings (this will exclude information that is properly regarded as private to the meeting).	Clerk	£12.16 Per hour
Responses to consultation papers	Clerk	£12.16 per hour
Responses to planning applications	Clerk	£12.16 per hour
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b> (Most of the material listed in this section is also available free on the website) (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Clerk	£12.16 per hour

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Clerk	£12.16 per hour
Information security policy	Clerk	£12.16 per hour
Records management policies (records retention, destruction and archive)	Clerk	£12.16 per hour
Data protection policies	Clerk	£12.16 per hour
Schedule of charges (for the publication of information)	Clerk	£12.16 per hour

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	Clerk	£12.16 per hour
Assets Register	Clerk	£12.16 per hour
Disclosure log	Clerk	£12.16 per hour
Register of members' interests (it is a legal requirement that the Register of Members' Interests be published via the website)	OBPC website - <a href="http://www.oliversbattery.info">www.oliversbattery.info</a> - link to the WCC Website	FREE
Register of gifts and hospitality	Clerk	£12.16 per hour
<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	None	
Burial grounds and closed churchyards	None	
Information about Community centres and village halls	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	FREE
Parks, playing fields and recreational facilities	<a href="http://www.oliversbattery.info">www.oliversbattery.info</a>	FREE

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Seating, litter bins, clocks, memorials and lighting	Clerk	£12.16 per hour
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

### Contact details:

Sara Sawyer, Clerk,  
Glenbrook, 252 Calmore Road, Calmore, SO40 2RB  
Phone: 07443622513  
email: [clerkoliversbattery@gmail.com](mailto:clerkoliversbattery@gmail.com)

Note that if the information can be supplied by email, and the applicant chooses to receive it in that format, charges for the clerk's time will still apply. Charges for consumables and for the clerk's time also apply for requests for physical copies of material that is available for free on the website. These may also incur the cost of printing as shown below.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 25p per sheet (black & white)	Printing Costs
	Photocopying @ 30p per sheet (colour)	Printing Costs
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

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<b>Clerk's Time</b>	£12.16 per hour	Local Government Salary rate. Minimum charge one hour.
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