

**Information Available From Feckenham Parish Council Under The Model Publication Scheme:  
Re-adopted 9 May 2024**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Feckenham Parish Council	See below
Who's who on the Council	<a href="http://feckenham-parishcouncil.gov.uk">Councillors – Feckenham Parish Council (feckenham-parishcouncil.gov.uk)</a>	free
Contact details for Parish Clerk and Council members (named contacts with telephone numbers)	Website. As above or contact the clerk, Jane on 01527 892522 or <a href="mailto:clerk@feckenham-parishcouncil.gov.uk">clerk@feckenham-parishcouncil.gov.uk</a>	free
Venue for meetings and accessibility details	Meetings are held in the back room of the village hall. There is full disabled access including an accessible toilet. Please contact the clerk to ensure you can access the VH. There is parking adjacent.	free

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year	Details are available on the website: <a href="http://feckenham-parishcouncil.gov.uk">Finance &amp; Accounts – Feckenham Parish Council (feckenham-parishcouncil.gov.uk)</a>	free
Annual return form and report by auditor	Website. As above or by contacting the clerk by email <a href="mailto:clerk@feckenham-parishcouncil.gov.uk">clerk@feckenham-parishcouncil.gov.uk</a> or by phone on 01527 892522.	free
Finalised budget	Website. As above.	free
Precept – see budget	Website. As above.	free
Financial Standing Orders and Regulations	Website. As above.	free
Grants given and received	Website. As above.	free
List of current contracts awarded and value of contract	hard copy contact the Clerk	£0.10 per page
Members’ allowances and expenses - see budget	Chairman’s allowance only to meet the expenses of Office @ £450 pa.	free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	N/A	
Annual Report to Parish or Community Meeting (current and previous year)	Website or by contacting the clerk.	free

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year</p>	<p>All decisions contained with minutes of meetings. Available on website or by contacting the clerk. <a href="http://www.feckenham-parishcouncil.gov.uk">Agendas and Minutes – Feckenham Parish Council (feckenham-parishcouncil.gov.uk)</a></p>	<p>Free on website or 15p per sheet.</p>		
<p>Timetable of meetings (Council meetings and parish meetings)</p>	<p>Website. As above or by contacting the clerk</p>	<p>free</p>		
<p>Agendas of meetings (as above)</p>	<p>Website. As above or by contacting the clerk</p>	<p>free</p>		
<p>Minutes of meetings (as above)</p>	<p>website As above or by contacting the clerk</p>	<p>free</p>		
<p>Reports presented to council meetings</p>	<p>Minutes on website/hard copy or contact the Clerk</p>	<p>free/£0.15 per page</p>		
<p>Responses to consultation papers</p>	<p>Minutes on website/hard copy or contact the Clerk</p>	<p>free/£0.15 per page</p>		
<p>Responses to planning applications</p>	<p>RBC website <a href="http://access.redditchbc.gov.uk/online-applications/">http://access.redditchbc.gov.uk/online-applications/</a></p>	<p>free</p>		
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<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p><a href="http://www.feckenham-parishcouncil.gov.uk">Council Policies – Feckenham Parish Council (feckenham-parishcouncil.gov.uk)</a> Or contact the clerk by email <a href="mailto:clerk@feckenham-parishcouncil.gov.uk">clerk@feckenham-parishcouncil.gov.uk</a> or phone 01527 892522.</p>			
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> </ul>	<p><a href="http://www.feckenham-parishcouncil.gov.uk">Council Policies – Feckenham Parish Council (feckenham-parishcouncil.gov.uk)</a></p>	<p>free</p>		

	Or contact the clerk by email <a href="mailto:clerk@feckenham-parishcouncil.gov.uk">clerk@feckenham-parishcouncil.gov.uk</a> or phone 01527 892522.	
Policies and procedures for the provision of services and about the employment of staff	contact the clerk by email <a href="mailto:clerk@feckenham-parishcouncil.gov.uk">clerk@feckenham-parishcouncil.gov.uk</a> or phone 01527 892522	£0.15 per page free
Internal policies relating to the delivery of services – see Financial Regulations		
Complaints procedures (including those covering requests for information and operating the publication scheme)	<a href="http://www.feckenham-parishcouncil.gov.uk">Council Policies – Feckenham Parish Council (feckenham-parishcouncil.gov.uk)</a>	free
Schedule of charges (for the publication of information)	website	Free or 15p per page
Delegated Schemes – see Standing Orders Appendix	website	free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Available upon request to the clerk.	15 p per page.
Assets Register (see Accounts under FINANCE & ACCOUNTS)	Available upon request to the clerk.	15p per sheet
Register of members' interests	<a href="http://www.redditchbc.gov.uk">Register of Interests - Feckenham Parish Council - redditchbc.gov.uk</a>	free
<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	Details are available from the clerk	15p per sheet
Feckenham Village Amenity Trust (Allotments, The Square)	hard copy contact the Clerk	£0.15 per page

Grit bins located throughout village	Contact Clerk	
Seats Droitwich Road	Contact Clerk	
Footpath Officers	Contact Clerk	
Lengthsman	Contact Clerk	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Mrs Jane Bull**

**Clerk & RFO to the Parish Council**

**7 Droitwich Road**

**Feckenham, Redditch**

**WORCS, B96 6JE**

**[Clerk@feckenham-parishcouncil.gov.uk](mailto:Clerk@feckenham-parishcouncil.gov.uk)**

**Tel: 01527 892522**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @15p per sheet (black & white)	Actual cost £0.15
	Photocopying @20 p per sheet (colour)	Actual cost £0.30
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class