

FOI Scheme – Adopted 5th March 2024

Information available from Horspath Parish Council under the model publication scheme.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	Information available on the website:- www.horspathparishcouncil.org	
Who's who on the Council and its Committees	Mrs Beverley Oakley – Chair Mr Richard Burgess – Vice Chair Mr Lee Coolman – Councillor Mr Paddy O'Brien – Councillor Mr Bernard Igoe – Councillor Mr Edward Parker – Councillor Mr Ian Harris - Councillor Mrs Paula Cook – Councillor Mrs Catherine Riley – Councillor Horspath Parish Council do not have any committees.	
Contact details for Parish Clerk (named contacts where possible with telephone number and email address (if used))	Mrs Hayley Kogel – Clerk & RFO Tel: 07795 574384 Hayleykogel@btinternet.com	
Location of main Council office and accessibility details	c/o 63 Bowyer Road Abingdon Oxon OX14 2EP	
Staffing structure	1 member of staff – Mrs Hayley Kogel	

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 as a minimum	Information available on the website:- www.horspathparishcouncil.org Hard copies available from the Clerk.	
Annual return form and report by auditor	Information available on the website:- www.horspathparishcouncil.org	
Finalised budget	Information available on the website:- www.horspathparishcouncil.org	
Precept	Information available on the website:- www.horspathparishcouncil.org	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Information available on the website:- www.horspathparishcouncil.org	
Grants given and received	Information available in the Minutes on the website:- www.horspathparishcouncil.org	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Information available on the website:- www.horspathparishcouncil.org Hard copies available from the Clerk.	

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)	Information available on the website:- www.horspathparishcouncil.org	
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 and previous council year as a minimum	Information available in the Minutes on the website:- www.horspathparishcouncil.org	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Information available on the website:- www.horspathparishcouncil.org	
Agendas of meetings (as above)	Information available on the website:- www.horspathparishcouncil.org	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Information available on the website:- www.horspathparishcouncil.org	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Information available on the website:- www.horspathparishcouncil.org	
Responses to consultation papers	Hard copy available from the Clerk.	
Responses to planning applications	Information available in the Minutes on the website:- www.horspathparishcouncil.org	

Bye-laws	Hard copy available from the Clerk.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Currently work in progress. Will be available on the website in the near future.	
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 Code of Conduct Policy statements	Currently work in progress. Will be available on the website in the near future.	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Information available on the website:- www.horspathparishcouncil.org	
Information security policy	Currently work in progress. Will be available on the website in the near future.	
Records management policies (records retention, destruction and archive)	Currently work in progress. Will be	

	available on the website in the near future.	
Data protection policies	Information available on the website:- www.horspathparishcouncil.org	
Schedule of charges (for the publication of information)	Currently work in progress. Will be available on the website in the near future.	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy available by inspection only from the Clerk.	
Assets register	Information available on the website:- www.horspathparishcouncil.org	
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)	N/A	
Register of members' interests	Hard copy held by the Clerk.	
Register of gifts and hospitality	Hard copy held by the Clerk.	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		

Allotments	Available from Horspath Allotments Association	
Burial grounds and closed churchyards	Information available from the Clerk and website:- www.horspathparishcouncil.org . Or from St Giles Church.	
Community centres and village halls	Information available from the Clerk and website:- www.horspathparishcouncil.org . Or from Horspath Village Hall Management Committee.	
Parks, playing fields and recreational facilities	Information available from the Clerk and website:- www.horspathparishcouncil.org . Or from Horspath Village Hall Management Committee.	
Seating, litter bins, clocks, memorials and lighting	Information available from the Clerk.	
Bus shelters	Information available from the Clerk.	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Information available from the Clerk.	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	

Contact details: Mrs Hayley Kogel – Clerk to Horspath Parish Council
 c/o 63 Bowyer Road
 Abingdon
 Oxon
 OX14 2EP

Tel: 07795 574384

Email: Hayleykogel@btinternet.com

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @20p per sheet (black & white)	Actual cost
	Photocopying @20p 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 (quote the actual statute)
Other		