



Freedom of Information Requests

Information available from under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

| Information to be published | How the information can be obtained | Cost |
|--|-------------------------------------|--------------------------------|
| Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) | | |
| <ul style="list-style-type: none"> List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies | hard copy or website | 10p per page (black and white) |
| <ul style="list-style-type: none"> Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses | hard copy or website | 10p per page (black and white) |
| Location of main Council office and accessibility details | hard copy or website | 10p per page (black and white) |
| Staffing structure | hard copy or website | 10p per page (black and white) |



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| Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum | | |
| Statement of accounts and internal audit report in the format included in the Annual Return form | hard copy or website | 10p per page (black and white) |
| Finalised budget | hard copy or website | 10p per page (black and white) |
| Precept | hard copy or website | 10p per page (black and white) |
| Borrowing Approval letter | Not held | |
| All items of expenditure above £100 | hard copy or website | 10p per page (black and white) |
| Financial Standing Orders and Regulations | hard copy or website | 10p per page (black and white) |
| Grants given and received | hard copy or website | 10p per page (black and white) |
| List of current contracts awarded and value of contract | Not held | 10p per page (black and white) |
| Members' allowances and expenses | hard copy or website | 10p per page (black and white) |



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| <p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> | | |
| Annual governance statement in format included in the Annual Return form | hard copy or website | 10p per page (black and white) |
| Parish Plan | hard copy or website | 10p per page (black and white) |
| Annual Report to Parish or Community Meeting | hard copy or website | 10p per page (black and white) |
| Quality status | Not held | 10p per page (black and white) |
| Local charters drawn up in accordance with DLUHC's guidelines | Not held | 10p per page (black and white) |
| Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant | hard copy or website | 10p per page (black and white) |



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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | hard copy or website | 10p per page (black and white) |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | hard copy or website | 10p per page (black and white) |
| Agendas of meetings (as above) | hard copy or website | 10p per page (black and white) |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | hard copy or website | 10p per page (black and white) |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | hard copy or website | 10p per page (black and white) |
| Responses to consultation papers | hard copy or website | 10p per page (black and white) |
| Responses to planning applications | hard copy or website | 10p per page (black and white) |
| Bye-laws | hard copy or website | 10p per page (black and white) |



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| Class 5 – Our policies and procedures (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"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements | hard copy or website | 10p per page (black and white) |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of 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 or website – where applicable | 10p per page (black and white) |
| Records management, personal data and access to | hard copy or website | 10p per page (black and white) |



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|--|--|--|
| <p>information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p> | | |
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| Class 6 – Lists and Registers | | |
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| Currently maintained lists and registers only. | | |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | hard copy or website or in person | 10p per page (black and white) |
| Assets register, including details of public land and building assets | hard copy or website | 10p per page (black and white) |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | hard copy or website | 10p per page (black and white) |
| Register of members' interests | hard copy or website | 10p per page (black and white) |
| Register of gifts and hospitality | hard copy or website | 10p per page (black and white) |



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| 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 | Hard copy or one website | 10p pe page (black and white) |
| Burial grounds and closed churchyards | Not held | |
| Community centres and village halls | Not held | |
| Parks, playing fields and recreational facilities | Not held | |
| Seating, litter bins, clocks, memorials and lighting | hard copy or website | 10p per page (black and white) |
| Bus shelters | hard copy or website | 10p per page (black and white) |
| Markets | Not held | |
| Public conveniences | Not held | |
| Agency agreements | Not held | |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees) | Not held | |
| Additional Information Information not itemised in the lists above | hard copy or website | 10p per page (black and white) |



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 @ 10p per sheet (black & white) | Estimated Actual cost * |
| | Photocopying @ 30p per sheet (colour) | Estimated Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
| Statutory Fee | | In accordance with the relevant legislation (quote) |
| Other | | Clerk's time. |

How to make a Freedom of Information Request for Information

- All requests for information must be received in writing (letter or email), stating your full name and address. The council reserves the right to verify your identity. This should be sent to the clerk of the council.
- The request should state what information you require.
- When we receive your request we will date stamp it, to show the date that we receive it.
- We will send your data to you, no later than 20 working days, from the day after we receive your request.
- We will log your request, which will include your initials only and the data you requested. This helps us manage repeat requests of the same information, more than once. We also draw your attention to the Vexatious Complaints Policy on our website.
- We may hold a copy of your request, but all personal details will be redacted.
- If you need support with your request, please contact the parish clerk.