

# WOODNEWTON PARISH COUNCIL

## FREEDOM OF INFORMATION – JUNE 2018

Information to be published	How the information can be obtained
<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>	
Who's who on the Council and its Committees	Hard copy
Contact details for Parish Clerk and Council members	Hard copy
Location of main Council office and accessibility details	Hard copy
Staffing structure	Hard copy
<p><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)</p> <p>Current and previous financial year as a minimum</p>	
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Hard copy
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
Parish Plan (current and previous year as a minimum)	Hard copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy
Agendas of meetings (as above)	Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy
Bye-laws	Hard copy

<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>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copy
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies including GDPR and DPA 2018	Hard copy
Schedule of charges (for the publication of information)	Hard copy

<b>Class 6 – Lists and Registers</b> 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)	By inspection
Assets Register	Hard copy
Register of members' interests	Hard copy
Register of gifts and hospitality	Hard copy
<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	Hard copy
Burial grounds and closed churchyards	Hard copy
Parks, playing fields and recreational facilities	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy
Seating, street lighting, litter bins etc.	Hard copy

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#### 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
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

