

## Freedom of Information Act 2000

### Guide to Information provided by Parish/Community Councils under the model publication scheme

#### Information available from Parham Parish Council 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.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	Website	Free
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	Website	Free

Postal and email address  Contact details for Parish Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Only 1 employee	
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Website	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not held	Free
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Not held (as N/A)	Free
List of current contracts awarded and value of contract	Not held (as N/A)	Free
Members' allowances and expenses	Not held (as N/A)	Free
	Not held (as N/A)	Free

<p><b>Class 3 – What our priorities are and how we are doing</b></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	Website	Free
Parish Plan	Not held (as N/A)	
Annual Report to Parish or Community Meeting	Website	Free
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	
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	Website under Risk Assessment	Free
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free

Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	
Responses to consultation papers	Website	
Responses to planning applications	Website	
Bye-laws	Not held	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website	
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>	Website	
Policies and procedures for the provision of services and about the employment of staff:  <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> </ul>	Website where applicable	

<ul style="list-style-type: none"> <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>		
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website where applicable	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website	
Assets register, including details of public land and building assets	Website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website	
Register of members' interests	Website	
Register of gifts and hospitality	Not held	
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	(hard copy or website; some information may only be available by inspection)	

Current information only		
Allotments	Not held as N/A	
Burial grounds and closed churchyards	Not held as N/A	
Community centres and village halls	Not held as N/A	
Parks, playing fields and recreational facilities	Not held as N/A	
Seating, litter bins, clocks, memorials and lighting	Website under Assets	
Bus shelters	Not held as N/A	
Markets	Not held as N/A	
Public conveniences	Not held as N/A	
Agency agreements	Not held as N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held as N/A	
<b>Additional Information</b>	Defibrillator - website	
Information not itemised in the lists above		

## 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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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>		

\* the actual cost incurred