

# Information available from Chelford 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.

| Information to be published  | How the information can be obtained   | Cost |
|--|---------------------------------------|------|
| <p><b>Class 1 - Who we are and what we do</b><br/>           (Organisational information, structures, locations and contacts)<br/>           Current information only</p>  |                                       |      |
| List of Council members and their responsibilities as well a list of Council Committees<br>Details of any representation on local public bodies  | Website / electronic copy / hard copy | Nil  |
| Postal and email address<br>Contact details for Parish Clerk and Council members<br>Where possible, provide named contacts including contact phone numbers and email addresses   | Website / electronic copy / hard copy | Nil  |
| Location of main Council office and accessibility details  | Not held                              | N/A  |
| Staffing structure   | Website / electronic copy / hard copy | Nil  |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>           (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)<br/>           Current and previous financial year as a minimum</p> |                                       |      |
| Statement of accounts and internal audit report in the format included in the Annual Return form   | Website / electronic copy / hard copy | Nil  |
| Finalised budget   | Website / electronic copy / hard copy | Nil  |
| Precept  | Website / electronic copy / hard copy | Nil  |
| Borrowing Approval letter  | Not held                              | N/A  |
| All items of expenditure above £100  | Website / electronic copy / hard copy | Nil  |
| Financial Standing Orders and Regulations  | Website / electronic copy / hard copy | Nil  |
| Grants given and received  | Website / electronic copy / hard copy | Nil  |
| List of current contracts awarded and value of contract  | Electronic copy / hard copy           | Nil  |
| Members' allowances and expenses   | Not held                              | N/A  |
|  |                                       |      |

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|--|---|--|
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>(Strategies and plans, performance indicators, audits, inspections and reviews)<br/>Current and previous year as a minimum</p>  |   |  |
| Annual governance statement in format included in the Annual Return form   | Website / electronic copy / hard copy   | Nil  |
| Parish Plan  | Not held  | N/A  |
| Annual Report to Parish or Community Meeting   | Website / electronic copy / hard copy   | Nil  |
| Quality status   | Not held  | N/A  |
| Local charters drawn up in accordance with DLUHC’s guidelines  | Not held  | N/A  |
| 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   | Not held  |  |
| <p><b>Class 4 – How we make decisions</b><br/>(Decision making processes and records of decisions)<br/>Current and previous council year as a minimum</p>  |   |  |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)   | Website / electronic copy / hard copy   | Nil  |
| Agendas of meetings (as above)   | Website / electronic copy / hard copy   | Nil  |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure   | Website / electronic copy / hard copy   | Nil  |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure  | Website / electronic copy / hard copy   | Nil  |
| Responses to consultation papers   | Website / electronic copy / hard copy   | Nil  |
| Responses to planning applications   | Website / electronic copy / hard copy   | Nil  |
| Bye-laws   | Not held  | N/A  |
| <p><b>Class 5 – Our policies and procedures</b><br/>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br/>Current information only</p>   |   |  |
| <p>Policies and procedures for the conduct of Council business:</p> <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> | <p>Website / electronic copy / hard copy<br/>Not held<br/>Website / electronic copy / hard copy<br/>Website / electronic copy / hard copy<br/>Website / electronic copy / hard copy</p> | <p>Nil<br/>N/A<br/>Nil<br/>Nil<br/>Nil</p> |

|  |   |  |
|--|---|--|
| 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> <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> | Not held<br>Not held<br>Electronic copy / hard copy<br>Not held<br>Website / electronic copy / hard copy<br>Website / electronic copy / hard copy | N/A<br>N/A<br>Nil<br>N/A<br>Nil<br>Nil |
| Records management, personal data and access to information policies<br>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies   |   |  |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only.   | (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)   | Electronic copy / hard copy   | Nil                                    |
| Assets register, including details of public land and building assets  | Website / electronic copy / hard copy   | Nil                                    |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice  | Not held  | N/A                                    |
| Register of members' interests   | Website / electronic copy / hard copy   | Nil                                    |
| Register of gifts and hospitality  | Not held  | N/A                                    |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only   | (some information may only be available by inspection)  |  |
| Allotments   | Not held  | N/A                                    |
| Burial grounds and closed churchyards  | Not held  | N/A                                    |
| Community centres and village halls  | Not held  | N/A                                    |
| Parks, playing fields and recreational facilities  | Website / electronic copy / hard copy   | Nil                                    |
| Seating, litter bins, clocks, memorials and lighting   | Website / electronic copy / hard copy   | Nil                                    |
| Bus shelters   | Website / electronic copy / hard copy   | Nil                                    |
| Markets  | Not held  | N/A                                    |
| Public conveniences  | Not held  | N/A                                    |
| Agency agreements  | Not held  | N/A                                    |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees)   | Not held  | N/A                                    |
|  |   |  |

**Additional Information**

Information not itemised in the lists above

**Schedule of charges**

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                     | <b>BASIS OF CHARGE</b>   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying per sheet (black & white) | Actual cost * (To be notified prior to provision of information)       |
|                          | Photocopying per sheet (colour)        | Actual cost * (To be notified prior to provision of information)       |
|                          | 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

**Chelford Parish Council reserves the right to charge for the provision of information, in accordance with the above schedule, where large quantities of information are requested. Where possible, information will be provided free of charge.**