

Freedom of Information

DRAFT Information available from Teversham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost See below
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Notice boards, Website.	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Notice boards, Website.	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<p>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</p>	(hard copy and/or website)	
Financial Regulations	Hard Copy, Website	
Annual return form and report by auditor	Hard Copy, Notice Boards, Website	
Finalised budget	Hard Copy	
Precept	Hard Copy, website in Dec Minutes	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard Copy, Website	
Grants given and received	Hard Copy, Website	
List of current contracts awarded and value of contract	Hard Copy, Website in March Minutes	
Members' allowances and expenses	Had Copy	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
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)	Hardcopy	
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	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, Website, Notice boards	
Agendas of meetings (as above)	Notice boards, website, Hard Copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard Copy, Mini Minutes on Notice Boards	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website in Minutes	
Responses to consultation papers	Website in Minutes	
Responses to planning applications	Website in Minutes and Hard Copy	
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Hard Copy Hard Copy Hard Copy, Website Hard Copy Hard Copy, Website Hard Copy,	

Co-option Policy statements	Website	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Safe Guarding Health and safety policy (equal opportunities) Recruitment policies (including current vacancies) Training and Development Discipline and Grievance Recreation and Pavilion Hire Tree Policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy, Website Hard Copy, Website Hard Copy, Website Hard Copy, Website Hard Copy, Website Hard Copy, Website Hard Copy, Website Hard Copy, Website Hard Copy, Website	
Information security policy		
Records management policies (records retention, destruction and archive)	Hard Copy, Website	
GDPR (Data protection policies)	Hard Copy, Website	
Schedule of charges (for the publication of information)	Hard Copy, Website	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	
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)		
Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard Copy	
Class 7 – The services we offer	(hard copy or website; some	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard Copy, Website	
Parks, playing fields and recreational facilities	Hard Copy, Website	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard Copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk: Beckie Whitehouse, clerk@teversham.info Tel 07562 332842

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	copy @ 15.p per sheet (black & white)	15p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		The current hourly rate of the Clerk
Other		

Reviewed 25/2/19