

# Information available from Gawcott with Lenborough Parish Council under the Freedom of Information Act model publication scheme

This 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>	<p>(hard copy or website)</p> <p>Website</p>	<p>Free</p>
<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>	<p>Website</p> <p>Not held</p>	<p>Free</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website</p> <p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>Free</p> <p>50p per sheet black &amp; white 75p per sheet colour</p>
<p>Location of main Council office and accessibility details</p>	<p>Not held</p> <p>Website</p>	<p>Free</p>

Staffing structure	Not held	
<b>Class 2 – What we spend and how we spend it</b>	(hard copy or website)	
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	Website	Free
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	
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Not held	
Members' allowances and expenses	Website	Free
<b>Class 3 – What our priorities are and how we are doing</b>	(hard copy or website)	
(Strategies and plans, performance indicators, audits, inspections and reviews)	Website	Free
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free

Parish Plan	Not held	
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	Free
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)  Website  Website	  Free  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/hard copy	Free / 50p per sheet black & white 75p per sheet colour

Responses to consultation papers	Not held	
Responses to planning applications	Hard copy	50p per sheet black & white 75p per sheet colour
Bye-laws	Not held	
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p> <p>Website</p>	Free
<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>	Website	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <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</li> </ul>	<p>Not held</p> <p>Website</p> <p>Not held</p> <p>Not held</p> <p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p> <p>Free</p>

publication scheme)		
Records management, personal data and access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.	(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	Free
Assets register, including details of public land and building assets	Hard copy	50p per sheet black & white 75p per sheet colour
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	50p per sheet black & white 75p per sheet colour
Register of members' interests	Website / hard copy	Free / 50p per sheet black & white 75p per sheet colour
Register of gifts and hospitality	Not held	
<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)	(hard copy or website; some information may only be available by inspection)	

Current information only		
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
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	
<b>Additional Information</b>		
Information not itemised in the lists above		
MVAS data	Website	Free
Village newsletter	Website	Free

## 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 @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ 75p 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