

## FREEDOM OF INFORMATION ACT

This is a list of the information available to the public from **UNDERSKIDDAW Parish Council** under the Model Publication Scheme

Requests for copies of the documents listed should be made to the Clerk by emailing [underskiddawparishclerk@hotmail.com](mailto:underskiddawparishclerk@hotmail.com) or by telephoning 077866 78283. Please include your name and land address in all requests.

Information to be published	How the information can be obtained	Cost
<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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
<p>Who's who on the Council and its Committees</p> <p>Chairman : Jim Wilson</p> <p>Members : Jan Boniface; Betty Bulman, Tony Gibbs; Chris Corder, Tom Ryan</p> <p>Clerk : Becx Carter</p>		

One Committee – Planning – all members belong		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	See heading	
<del>Location of main Council office and accessibility details</del>		
<del>Staffing structure</del>		
<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)  Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact clerk	10p/sheet
Finalised budget	Hard copy or Email – contact Clerk	10p/sheet Free
Precept	Hard copy or Email – contact Clerk	Free Free
<del>Borrowing Approval letter</del> – N/A		
Financial Standing Orders and Regulations	Hard copy or Email – contact Clerk	Free Free
Grants given and received	Hard copy or Email – contact Clerk	Free
List of current contracts awarded and value of contract	Hard copy or Email – contact Clerk	Free
Members’ allowances and expenses	None claimed	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		

Parish Plan (current and previous year as a minimum)	Hard Copy – contact clerk	Free Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or Email – contact Clerk	Free Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Email – contact clerk	Free Free
Agendas of meetings (as above)	Parish Noticeboard Email - contact clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or Email – contact Clerk	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email – contact clerk	Free
Responses to consultation papers	Hard copy or Email – contact Clerk	Free
Responses to planning applications	Hard copy or Email – contact Clerk	Free
<del>Bye-laws</del> N/A		

<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 – Planning Committee  Code of Conduct  Policy statements</p> <p>Delegated authority in respect of officers</p>	<p>Hard copy or  Email – contact Clerk</p> <p>N/A</p>	<p>Free  Free  Free  10p/sheet</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p><del>Internal policies relating to the delivery of services</del>  <del>Equality and diversity policy</del>  <del>Health and safety policy</del>  <del>Recruitment policies (including current vacancies)</del>  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
<p><del>Information security policy</del></p>		

Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
<del>Any publicly available register or list</del> (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy contact Clerk	10p per sheet + postage
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)	Hard copy – contact clerk	
Register of members' interests	Hard Copy contact Clerk	10p per sheet + postage
Register of gifts and hospitality	Hard Copy contact Clerk	10p per sheet + postage
<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		

Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters	Hard copy or Email – contact Clerk	
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
<b>Newsletters</b>	Hard copy or Email – contact Clerk	

**Contact details:**

**Parish Clerk** : [underskiddawparishclerk@hotmail.com](mailto:underskiddawparishclerk@hotmail.com)

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

\* the actual cost incurred by the public authority