



Freedom of Information Policy

Information available from the Parish Council under the model publication scheme

Contact details: - email clerk@westhunsburyparishcouncil.gov.uk

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (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>Hard copy Email Website</p>	<p>10p per side Free Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Available as above</p>	<p>As above</p>

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available as above	As above
Location of main Council office and accessibility details	No council office	
Staffing structure	Parish Clerk	

Information to be published	How the information can be obtained	Cost
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	Hard copy Email Website	10p per side Free Free
Annual return form and report by auditor	Hard copy Email Website	As above Free Free
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy Email Website	10p per side Free Free
Grants given and received	As above	As above
List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	As above	As above

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy Email Website	10p per sheet Free Free
Parish Plan (current and previous year as a minimum)	Hard copy	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Email Website	10p per sheet Free Free
Quality status	N/a	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Information to be published	How the information can be obtained	Cost
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy Email Website	10p per sheet Free Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	As above	As above
Agendas of meetings (as above)	As above	As above

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	As above	As above
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
Bye-laws	Held by parish clerk	As above
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy Email	10p per sheet Free
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 Policy statements	As above	As above

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 Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	As above	All as above
Information security policy	As above	As above
Records management policies (records retention, destruction and archive)	As above	As above
Data protection policies	As above	As above
Schedule of charges)for the publication of information)	As above	As above
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)	Hard copy	10p per sheet
Assets Register	Hard copy Email Website	10p per sheet Free Free
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)	N/A	
Register of members’ interests	Hard copy Email	As above

	Website	
Register of gifts and hospitality	As above	As above
Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters	N/A	
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)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is 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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per side (black & white)	*Actual cost
	Postage	Actual cost of Royal Mail standard 1st class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority