

Foston Parish Council

FREEDOM OF INFORMATION

Information available under the Information Commissioner's model publication scheme:

Class 1 - Who we are and what we do

Chairman: Councillor Mrs C M Lees, Vice-Chairman (TBA), Responsible Financial Officer Mrs Wendy McCallin –
Cllrs, Tracey Gardner, , Malcolm Smith Ian Hesford and. Claude Preira Clerk Mrs Wendy McCallin.

(Contact details for all are given on a separate Notice)

Class 2 – What we spend and how we spend it

Financial information on projected and actual income and expenditure for current and previous financial years –
available on request

Annual return form and report by auditor – available on request

Finalised budget – available on request

Precept – listed in minutes of December or January meeting each year

Financial Standing Orders and Regulations – available on request

Grants given and received – None received. Grants made are listed in the minutes for January 2009 FPC
meeting

Borrowing Approval letter and List of current contracts awarded and value of contract, if any – available on
request

Members' allowances and expenses – available on request

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan (current) – available on request

Annual Report to Parish or Community Meeting – since May 2001 available on request

Quality status – available on request

Local charters drawn up in accordance with DCLG guidelines, if any – available on request

Class 4 – How we make decisions

Decision making processes - available in Procedural Standing Orders or otherwise available on request

Records of decisions - minutes of latest meeting published on notice board, and since May 2001 available on
request

Timetable of future meetings – published separately on notice board

Agendas of meetings - published on notice board at least 5 days before each parish council meeting

Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to
the meeting.

Responses to consultation papers – available on request

Responses to planning applications – for current and one previous year available on request

Bye-laws – available on request

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Policies and procedures for the conduct of council business: contained in Procedural Standing Orders, available
on request

Committee and sub-committee terms of reference

Delegated authority in respect of officers – contained in Procedural Standing Orders, available on request

Code of Conduct – available on request

Policy statements – available on request

Policies and procedures for the provision of services and about the employment of staff: – available on request

Internal policies relating to the delivery of services – available on request

Equality and diversity policy and Health and safety policy – available on request

Recruitment policies (including current vacancies) – available on request

Policies and procedures for handling requests for information – available on request

Complaints procedures – available on request

Information security policy – available on request

Records management policies (records retention, destruction and archive) – available on request

Data protection policies – available on request

Schedule of charges for the publication of information – see below

Class 6 – Lists and Registers currently maintained

Assets Register (only available by inspection)

Disclosure log (not held by parish council)

Register of members' interests (only available by inspection)

Register of gifts and hospitality – not applicable

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Allotments, burial grounds and closed churchyards – not applicable

Community centres and village halls – not applicable (N.B. Foston Village Hall is not the responsibility of the parish council)

Parks, Playing fields and recreational facilities, Seating, Litter bins, and Lighting – available on request

Clocks, Memorials Bus shelters, Markets, Public conveniences, Agency agreements – not currently applicable

Additional Information

We will endeavour to supply any other reasonable information on request

SCHEDULE OF CHARGES

Disbursement cost

Photocopying @ 10p per sheet (black & white), or actual cost if higher

Postage - Royal Mail actual cost

Statutory Fee

In accordance with Local Government Acts 1999 Section 16, and LGA 1972 s.236, and Audit Commission Act 1998 s. 14

Other - Any other actual cost incurred by the parish council in providing the requested information

Foston Parish Council January 2016

http://www.ico.gov.uk/for_organisations/freedom_of_information/publication_scheme.aspx