Guide to Information available from Welney Parish Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	See fees
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website No Committees	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	
Location of main Council office and accessibility details	The PC's office is at the Clerk's home address. Meeting by appointment only	
Staffing structure	Clerk	
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	
Finalised budget	Website	
Precept	Website	
~~Borrowing Approval letter~~		

All items of expenditure above £100	Website	
Financial Standing Orders and Regulations	Website	
Grants given and received	Website	
~~List of current contracts awarded and value of contract~~		
~~Members' allowances and expenses~~		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website) Website	
Annual governance statement in format included in the Annual Return form	Website	
~~Neighbourhood Plan~~		
Annual Report to Parish or Community Meeting	Website	
~~Quality status~~	N/A	
~~Local charters drawn up in accordance with DLUHC's 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) Website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website & Noticeboard	
Agendas of meetings (as above)	Website & Noticeboard	Replaced with minutes
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	On request as long as not confidential	
Responses to consultation papers	Website	
Responses to planning applications	Website	
Bye-laws	N/A	
	(hard copy or website)	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Website	
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website FOI requests by email or hardcopy	
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	Not yet available	
Class 6 – Lists and Registers 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	

Assets register, including details of public land and building assets	For inspection only from the Clerk	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Clerk	
Register of members' interests	BC Website	
Register of gifts and hospitality	BC Website	
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	
~~Village hall~~	N/A	
~~Parks, playing fields and recreational facilities~~	N/A	
Seating, litter bins, and lighting	Website	
Bus shelters	Website	
~~Markets~~	N/A	
~~Public conveniences~~	N/A	
~~Agency agreements~~	N/A	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	From the Clerk	
Additional Information Information not itemised in the lists above		

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @20p per sheet (black & white)	Printer cost plus Clerks time.
	Postage	Actual cost of Royal Mail standard 2nd class. Recorded delivery if requested will be charged at the standard rate.