

Freedom of Information

West Halton and Coleby Parish Council

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) This will be current information only.	Hard copy Email Website	10p per sheet Free Free
Who's who on the Council and its Committees	Hard copy Email Website	10p per sheet Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Email Website Notice Boards	10p per sheet Free Free Free
Location of main Council office and accessibility details	Hard copy Email Website Notice Boards	10p per sheet Free Free
Staffing structure	Hard copy Email Website	10p per sheet Free Free
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 or website)	

Annual return form and report by auditor	Hard copy Email Website	10p per sheet Free Free
Finalised budget	Hard copy Email Website	10p per sheet Free Free
Precept	Hard copy Email	10p per sheet Free
Borrowing Approval letter	Hard copy Email	10p per sheet Free
Financial Standing Orders and Regulations	Hard copy Email Website	10p per sheet Free Free
Grants given and received	Hard copy Email	10p per sheet Free
List of current contracts awarded and value of contract	Hard copy Email	10p per sheet Free
Members' allowances and expenses	Hard copy Email	10p per sheet Free
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 Email	10p per sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Email	10p per sheet Free
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 and any committee/sub-committee meetings and parish meetings)	Hard copy Email Website Notice boards	10p per sheet Free Free Free
Agendas of meetings (as above)	Hard copy Email Website Notice boards	10p per sheet Free Free Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Email Website Notice boards	10p per sheet Free Free Free
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Email Website Notice boards	10p per sheet Free Free Free
Responses to consultation papers	Hard copy Email	10p per sheet Free
Responses to planning applications	Hard copy Email	10p per sheet Free
Bye-laws	Hard Copy	10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Hard copy Email	10p per sheet Free

Delegated authority in respect of officers Code of Conduct Policy statements	Website	Free
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Email	10p per sheet Free
Information security policy	Hard copy Email Website	10p per sheet Free Free
Records management policies (records retention, destruction and archive)	Hard copy Email	10p per sheet Free
Data protection policies	Hard copy Email Website	10p per sheet Free Free
Schedule of charges (for the publication of information)	Hard copy Email	10p per sheet Free
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	10p per sheet

	Email	Email
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 Email	10p per sheet Email
Register of members' interests	Hard copy Website	10p per sheet Free
Register of gifts and hospitality	Hard copy	10p per sheet
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	Website	Free
Community centre	N/A	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, memorials	Email Hardcopy	Free 10p per sheet
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Email Hardcopy Website	Free 10p per sheet Free

Contact details:

Emma Bainbridge, Clerk to PC. West Halton and Coleby Road, West Halton.

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 sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority