

Information available from Withersfield Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'N/A' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	PC website	N/A
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	PC website	N/A
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	PC website and parish noticeboards	N/A
<p>Location of main Council office and accessibility details</p>	PC website and parish noticeboards	N/A
<p>Staffing structure</p>	PC website	N/A

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	PC website	N/A
Statement of accounts and internal audit report in the format included in the Annual Return form	PC website	N/A
Finalised budget	PC website	N/A
Precept	PC website	N/A
Borrowing Approval letter	PC website	N/A
All items of expenditure above £100	PC website	N/A
Financial Standing Orders and Regulations	PC website	N/A
Grants given and received	PC website	N/A
List of current contracts awarded and value of contract	PC website	N/A
Members' allowances and expenses	PC website	N/A
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	PC website	N/A
Annual governance statement in format included in the Annual Return form	PC website	N/A
Parish Plan	PC website	N/A

Annual Report to Parish or Community Meeting	PC website	N/A
Quality status	N/A	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	PC website	N/A
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	PC website	N/A
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	PC website and parish noticeboards	N/A
Agendas of meetings (as above)	PC website and parish noticeboards	N/A
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	PC website and parish noticeboards	N/A
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	PC website	N/A
Responses to consultation papers	PC website	N/A
Responses to planning applications	PC website	N/A
Bye-laws	PC website	N/A
	(hard copy or website)	

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	PC website	N/A
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	PC website	N/A
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • 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) 	PC website	N/A
<p>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</p>	PC website	N/A
<p>Class 6 – Lists and Registers</p>		

Currently maintained lists and registers only.	PC website	N/A
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	PC website	N/A
Assets register, including details of public land and building assets	PC website	N/A
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	N/A	N/A
Register of members' interests	On West Suffolk website: https://democracy.westsuffolk.gov.uk/mgParishCouncilDetails.aspx?ls=12&SL_S=5&bcr=1	N/A
Register of gifts and hospitality	N/A	N/A
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	PC website	N/A
Allotments	N/A	N/A
Burial grounds and closed churchyards	PC website	N/A
Community centres and village halls	PC website	N/A
Parks, playing fields and recreational facilities	PC website	N/A
Seating, litter bins, clocks, memorials and lighting	PC website	N/A
Bus shelters	PC website	N/A

Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	PC website	N/A
Additional Information Information not itemised in the lists above	Request to Parish Council	Decided upon request received

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 @ 30p per A4 sheet (black & white)	Actual cost *
	Photocopying @ 80p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class