**Gazeley Parish Council**

Website [www.gazeleypc.co.uk](http://www.gazeleypc.co.uk)

Email: parishclerk@gazeleypc.co.uk

**Guide to Information available from Gazeley Parish Council under the FOI Publication Scheme**

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| **Information to be published** | **How the information can be obtained** | **Cost** |
| **Class1 - Who we are and what we do**(Organisational information, structures, locations and contacts)This will be current information only |  |  |
| Who’s who on the Council | Parish websiteParish Council NoticeboardHard Copy | Free of ChargeFree of Charge10p per copy |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Parish websiteParish Council NoticeboardHard Copy | Free of ChargeFree of Charge10p per copy |
| Location of main Council office | Parish websiteParish Council NoticeboardHard Copy | Free of ChargeFree of Charge10p per copy |
| Staffing structure | Not applicable | Not applicable |
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| **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 |  |  |
| Annual return form and report by auditor | Hard Copy | 60p per copy |
| Finalised budget | WebsiteHard Copy | Free of charge10p per sheet |
| Precept | WebsiteHard Copy | Free of Charge10p per sheet |
| Borrowing Approval letter | Hard Copy | 10p per sheet |
| Financial Standing Orders and Regulations | WebsiteHard Copy | Free of Charge10p per sheet |
| Grants given and received | Hard Copy | 10p per sheet |
| List of current contracts awarded and value of contract | Hard Copy | 10p per sheet |
| Members’ allowances and expenses | Hard Copy | 10p per sheet |
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| **Class 3 – What our priorities are and how we are doing**(Strategies and plans, performance indicators, audits, inspections and reviews) |  |  |
| Parish Plan  | WebsiteHard Copy | Free of Charge£1 per copy |
| Annual Report to Parish Meeting (current and previous year as a minimum) | WebsiteHard Copy | Free of Charge10p per sheet |
| Quality status | Not applicable | Not applicable |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable | Not applicable |
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| **Class 4 – How we make decisions**(Decision making processes and records of decisions)Current and previous council year as a minimum |  |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | WebsiteParish Council NoticeboardHard Copy | Free of ChargeFree of Charge10p per copy |
| Agendas of meetings (as above) | WebsiteParish Council NoticeboardHard Copy | Free of ChargeFree of Charge10p per sheet |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | WebsiteParish Council NoticeboardHard Copy | Free of ChargeFree of Charge10p per sheet |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard Copy | 10p per sheet |
| Responses to consultation papers | Hard Copy | 10p per sheet |
| Responses to planning applications | Hard Copy | 10p per sheet |
| Bye-laws | Not applicable | Not applicable |
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| **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 ordersCode of ConductPolicy statements | WebsiteHard Copy | Free of Charge10p per sheet |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of servicesEquality and diversity policyHealth and safety policyRecruitment policies (including current vacancies) Policies and procedures for handling requests for informationComplaints procedures (including those covering requests for information and operating the publication scheme) | Not applicableNot applicableWebsite/Hard CopyNot applicableWebsite/Hard CopyWebsite/Hard Copy | Not applicableNot applicableFree of Charge/10p per sheetNot applicableFree of Charge/10p per sheetFree of Charge/10p per sheet |
| Information security policy | Not applicable | Not applicable |
| Records management policies (records retention, destruction and archive) | Not applicable | Not applicable |
| Data protection policies  | Not applicable | Not applicable |
| Schedule of charges (for the publication of information) | WebsiteHard Copy | Free of Charge10p per sheet |
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| **Class 6 – Lists and Registers**Currently maintained lists and registers only |  |  |
| 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 |
| 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) | Not applicable | Not applicable |
| Register of members’ interests | Hard Copy | 10p per sheet |
| Register of gifts and hospitality | Hard Copy | 10p per sheet |
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| **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 |  |  |
| Allotments | Not applicable | Not applicable |
| Burial grounds and closed churchyards | Not applicable | Not applicable |
| Community centres and village halls | WebsiteHard Copy | Free of Charge10p per sheet |
| Parks, playing fields and recreational facilities | WebsiteHard Copy | Free of Charge10p per sheet |
| Seating, litter bins, clocks, memorials and lighting | WebsiteHard Copy | Free of Charge10p per sheet |
| Bus shelters | Not applicable | Not applicable |
| Markets | Not applicable | Not applicable |
| Public conveniences | Not applicable | Not applicable |
| Agency agreements | Hard Copy | 10p per sheet |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Not applicable | Not applicable |
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| **Additional Information**This will provide Councils with the opportunity to publish information that is not itemised in the lists above |  |  |
| Annual Report | WebsiteHard Copy | Free of Charge50p per copy |
| Parish Newsletter | WebsiteHard Copy | Free of Charge10p per sheet |

**Contact details:**

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**19 High Street**

**Aldreth**

**CB6 3PQ**

**Email: parishclerk@gazeleypc.co.uk**

**Website: www.gazeleypc.co.uk**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost \*  |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
|  |  |  |
| **Statutory Fee** | Locating information or documentation, retrieving and extracting the information or documentation. | £25.00 per hour |

\* the actual cost incurred by the public authority

Last Approved: 06 March 2024