

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

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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	
<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>	(hard copy or website)	
<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>	(hard copy or website)	
<p>Location of main Council office and accessibility details</p>	(hard copy or website)	
<p>Staffing structure</p>	(hard copy or website)	

<b>Class 2 – What we spend and how we spend it</b>  (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	(hard copy or website)	
Finalised budget	(hard copy or website)	
Precept	(hard copy or website)	
Borrowing Approval letter	(hard copy or website)	
All items of expenditure above £100	(hard copy or website)	
Financial Standing Orders and Regulations	(hard copy or website)	
Grants given and received	(hard copy or website)	
List of current contracts awarded and value of the contract	(hard copy or website)	
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	(hard copy or website)	
Parish Plan	(hard copy or website)	

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

<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>(hard copy or website)</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>(hard copy or website)</p>	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>(hard copy or website)</p>	

<b>Class 6 – Lists and Registers</b>  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)	(hard copy or website)	
Assets register, including details of public land and building assets	(hard copy or website)	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	(hard copy or website)	
Register of members' interests		
Register of gifts and hospitality		
<b>Class 7 – The services we offer</b>  (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	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	(hard copy or website)	
Parks, playing fields and recreational facilities	(hard copy or website)	
Seating, litter bins, clocks, memorials and lighting	(hard copy or website)	
Bus shelters	(hard copy or website)	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which we are entitled to	None	

recover a fee and details of those fees (eg burial fees)		
<b>Additional Information</b>  Information not itemised in the lists above		

## Schedule of charges

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* The actual cost incurred