



Information available from SPALDINGTON 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 'not held' 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> <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> <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> <p>Location of main Council office and accessibility details</p> <p>Staffing structure</p>	<p>The information is available on the website (spaldingtonpoc@gmail.com) or by contacting the Clerk if further information is needed. The clerk is contactable thorough spaldingtonpc@gmail.com.</p>	<p>No cost are attributable for access to the website although there may be a cost for any hard copies in regard to printing or posting</p>



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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

Statement of accounts and internal audit report in the format included in the Annual Return form	<p>The information is available on the website (spaldingtonpoc@gmail.com) or by contacting the Clerk if further information is needed. The clerk is contactable thorough spaldingtonpc@gmail.com.</p>	<p>No cost are attributable for access to the website although there may be a cost for any hard copies in regard to printing or posting</p>
Finalised budget		
Precept		
All items of expenditure above £100		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Borrowing Approval letter	Not applicable as no borrowing made	



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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

Annual governance statement in format included in the Annual Return form	<p>The information is available on the website (spaldingtonpoc@gmail.com) or by contacting the Clerk if further information is needed. The clerk is contactable thorough spaldingtonpc@gmail.com.</p>	<p>No cost are attributable for access to the website although there may be a cost for any hard copies in regard to printing or posting</p>
Annual Report to Parish or Community Meeting		
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		
Quality status	<p>No record or document for these types exists</p>	
Parish Plan		
Local charters drawn up in accordance with DLUHC’s guidelines		





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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 and any committee/sub-committee meetings and parish meetings)	<p>The information is available on the website (spaldingtonpoc@gmail.com) or by contacting the Clerk if further information is needed. The clerk is contactable thorough spaldingtonpc@gmail.com.</p>	<p>No cost are attributable for access to the website although there may be a cost for any hard copies in regard to printing or posting</p>
Agendas of meetings (as above)		
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure		
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure		
Responses to planning applications		
Responses to consultation papers		
Bye-laws	<p>No record or document for this type exists</p>	





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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

<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 	<p>The information is available on the website (spaldingtonpoc@gmail.com) or by contacting the Clerk if further information is needed. The clerk is contactable thorough spaldingtonpc@gmail.com.</p>	<p>No cost are attributable for access to the website although there may be a cost for any hard copies in regard to printing or posting</p>
<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) 		
<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>		





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Class 6 – Lists and Registers

Currently maintained lists and registers only.

Register of members' interests	<p>The information is available on the website (spaldingtonpoc@gmail.com) or by contacting the Clerk if further information is needed. The clerk is contactable thorough spaldingtonpc@gmail.com.</p>	<p>No cost are attributable for access to the website although there may be a cost for any hard copies in regard to printing or posting</p>
Register of gifts and hospitality	<p>No specific document detailing this is kept - all FOIA or EIR requestS or gifts / hospitality are noted in the minutes for the meeting.</p>	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	<p>No record or document for these types exists</p>	
Assets register, including details of public land and building assets		





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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

<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>The information is available on the website (spaldingtonpoc@gmail.com) or by contacting the Clerk if further information is needed. The clerk is contactable thorough spaldingtonpc@gmail.com.</p>	<p>No cost are attributable for access to the website although there may be a cost for any hard copies in regard to printing or posting</p>
<p>Allotments</p>	<p>The Parish Council does not own these assets nor have any legal responsibility for any items as described here but not under it's ownership.</p>	
<p>Burial grounds and closed churchyards</p>		
<p>Community centres and village halls</p>		
<p>Parks, playing fields and recreational facilities</p>		
<p>Bus shelters</p>		
<p>Markets</p>		
<p>Public conveniences</p>		
<p>Agency agreements</p>		
<p>Services for which we are entitled to recover a fee and details of those fees (eg burial fees)</p>		





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Additional Information

Information not itemised in the lists above

No information has been identified

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 @ 25p per sheet (black & white)	Actual cost *
	Photocopying @ 45p 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)	

* *the actual cost incurred*