

# Information available from PRESTON UNDER SCAR 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
<b>Class 1 - Who we are and what we do</b>  (Organisational information, structures, locations and contacts)  Current information only	Publicly available on Parish Council Website	
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	Publicly available on Parish Council website	
Postal and email address  Contact details for Parish Clerk and Council members  Where possible, provide named contacts including contact phone numbers and email addresses	Names, telephone numbers and email addresses of all Councillors and Clerk publicly available on Parish Council website	
Location of main Council office and accessibility details	The Parish Council does not have an office	
Staffing structure	The Parish Council has one employee who is both Clerk and Responsible Financial Officer	

<p><b>Class 2 – What we spend and how we spend it</b></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>	<p>The following are all publicly available on the Parish Council's Website:</p> <p>Draft and approved annual budgets List of transactions Quarterly financial reviews and year end projections Final Accounts Procurement information (in Council Minutes)</p>	
Statement of accounts and internal audit report in the format included in the Annual Return form	Publicly available on the Parish Council Website	
Finalised budget	Publicly available on the Parish Council Website	
Precept	Publicly available on the Parish Council Website (budget and minutes of relevant Parish Council Meeting)	
Borrowing Approval letter	Not applicable	
All items of expenditure above £100	Publicly available on the Parish Council Website (List of Financial Transactions)	
Financial Standing Orders and Regulations	Publicly available on the Parish Council Website	

Grants given and received	Publicly available on the Parish Council Website (minutes)	
List of current contracts awarded and value of contract		
Members' allowances and expenses	Available of the Parish Council Website  (NB: The only Allowance payable is a mileage allowance which is claimable by Councillors and the Clerk in respect of mileage necessarily incurred on official business approved by the Parish Council)	
<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	Publicly available on the Parish Council Website	
Annual governance statement in format included in the Annual Return form	Publicly available on the Parish Council Website	
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	Not applicable	
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not Applicable	

Data Protection impact assessments summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Publicly available on Parish Council Website	
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Publicly available on the Parish Council Website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Publicly available on the Parish Council Website	
Agendas of meetings (as above)	Publicly available on the Parish Council Website and on Parish Noticeboard at least 3 clear days before each meeting	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Publicly available on the Parish Council Website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Publicly available on the Parish Council Website	
Responses to consultation papers	Publicly available on the Parish Council Website	
Responses to planning applications	Publicly available on the Parish Council 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>	Publicly available on the Parish Council Website	
<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>	Publicly available on the Parish Council Website	
<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>	Publicly available on the Parish Council Website	
<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>	Publicly available on the Parish Council Website	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>		

Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Registers relating to the Cemetery available for inspection on request to the Clerk	
Assets register, including details of public land and building assets	Publicly available on the Parish Council Website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Publicly available on the Parish Council Website	
Register of members' interests	Publicly available on the Parish Council Website	
Register of gifts and hospitality	Not applicable	
<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	Any such information is publicly available on the Parish Council Website	
Allotments	Not applicable	
Burial grounds and closed churchyards	Publicly available on the Parish Council Website	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting		
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	

Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Publicly available on the Parish Council Website	
<b>Additional Information</b> Information not itemised in the lists above	Not applicable	

## 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
<b>Disbursement cost</b>	Photocopying (if required) @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred