

FREEDOM OF INFORMATION ACT

Information available from **Hemington Parish Council** under the model publication scheme is listed below. The documents can be posted for a charge (see below) or via email.

Information published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts - current information only)		
Who's who on the Council and its Committees	Website or hard copy	Free
Contact details for Parish Clerk and Council members	Website or hard copy	Free
Location of main Council office and accessibility details	No office	
Staffing structure	Website or hard copy	Free
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)		
Annual return form and report by auditor	Website or hard copy	Free
Finalised budget	Hard copy	Free
Precept	Hard copy	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website or hard copy	Free
Grants given and received	Hard copy	Free
List of current contracts awarded and value of contract	When applicable hard copy	Free
Members' allowances and expenses	Hard copy	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard copy	Free
Annual Report	N/A	Free
Quality status – Quality status reaccredited in January 2013	Hard copy	Free
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions - current and previous council year)		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and website	Free
Agendas of meetings (as above)	Displayed prior to meetings on 2 council noticeboards in Faulkland	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy or website	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	Free
Responses to consultation papers	Hard copy	Free
Bye-laws		
Responses to planning applications	Mendip DC website and/ or hard copy	Free
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 orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website or hard copy	Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website or hard copy	Free
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Website or hard copy	Free

Class 6 – Lists and Registers Currently maintained lists and registers only	
Any publicly available register or list	If held, available in hard copy
Assets Register	
Disclosure log (information provided in response to requests)	
Register of members' interests	
Register of gifts and hospitality	
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)	
<u>Allotments</u>	Website or hard copy.
<u>Burial ground and closed churchyards</u>	
Community centres and village halls	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
<u>Bus shelters</u>	
<u>Markets</u>	
<u>Public conveniences</u>	
Agency agreements	
A summary of services for which the council is entitled to recover a fee, together with those fees	

Contact details: Clerk – Jo Swift
clerk@hemington-pc.org.uk

CHARGES: Photocopying – 10p per A4 sheet (black and white)
Postage – actual cost of Royal Mail standard 2nd class
Website – free