

Information available from Skeeby 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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Hard Copy & website	Disbursement cost
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Hard Copy & website	Disbursement cost
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Hard Copy & website	Disbursement cost
Location of main Council office and	Hard Copy & website	Disbursement cost

accessibility details		
Staffing structure	Hard Copy & website	Disbursement cost
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	Hard Copy & website	Disbursement cost
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard Copy & website	Disbursement cost
Finalised budget	Hard Copy & website	Disbursement cost
Precept	Hard Copy & website	Disbursement cost
Borrowing Approval letter	Not Applicable – not held	
All items of expenditure above £100	Hard Copy & website	Disbursement cost
Financial Standing Orders and Regulations	Hard Copy & website	Disbursement cost
Grants given and received	Hard Copy & website	Disbursement cost
List of current contracts awarded and value of contract	Hard Copy & website	Disbursement cost
Members’ allowances and expenses	Hard Copy & website	Disbursement cost
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance	Hard Copy	Disbursement cost

indicators, audits, inspections and reviews)		
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Hard Copy & Website	Disbursement cost
Parish Plan	Hard Copy	Disbursement cost
Annual Report to Parish or Community Meeting	Hard Copy & Website	Disbursement cost
Quality status	Not Held	Not Held
Local charters drawn up in accordance with DLUHC's guidelines	Not Held Copy can be obtained from NYC	Not Held
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	Not Held	Not Held
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard Copy & Website	Disbursement cost
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy & Website	Disbursement cost
Agendas of meetings (as above)	Hard Copy & Website	Disbursement cost
Minutes of meetings (as above) –	Hard Copy & Website	Disbursement cost

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	Hard Copy & Website	Disbursement cost
Responses to consultation papers	Hard Copy & Website	Disbursement cost
Responses to planning applications	Hard Copy & Website	Disbursement cost
Bye-laws	Hard Copy	Disbursement cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy & Website	Disbursement cost
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	Hard Copy & Website	Disbursement cost
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for	Hard Copy & Website	Disbursement cost

information and operating the publication scheme)		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard Copy	Disbursement cost
Class 6 – Lists and Registers Currently maintained lists and registers only.	Hard copy or website; some information may only be available by inspection	Disbursement cost
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy or website	Disbursement cost
Assets register, including details of public land and building assets	Hard copy or website	Disbursement cost
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy	Disbursement cost
Register of members' interests	Hard copy or website	Disbursement cost
Register of gifts and hospitality	Hard copy	Disbursement cost
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	Hard copy or website; some information may only be available by inspection	Disbursement cost

Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy or website	Disbursement cost
Seating, litter bins, clocks, memorials and lighting	Hard Copy or website	Disbursement cost
Bus shelters	Hard Copy or website	Disbursement cost
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	

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 @ 50p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred