

## Freedom of Information

Information available from Lawshall Parish Council as per the model publication scheme adopted by the Council on 9<sup>th</sup> December, 2008

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts current information only	Website Monthly magazine Notice Boards Hard copy via the Clerk	Free Free Free 10p per sheet
Who's who on the Council - current information only	Website Monthly magazine Notice Boards Hard copy via the Clerk	Free Free Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Monthly magazine Notice Boards Hard copy via the Clerk	Free Free Free 10p per sheet

Location of main Council office and accessibility details	Council does not have an office. All information requests to the Clerk (see contact details)	
Staffing structure	Clerk is employed as Proper Officer and as Responsible Finance Officer	
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year only.	Hard copy via the Clerk	10p per sheet
Actual return form and report by auditor	Hard copy via the Clerk	10p per sheet
Finalised budget	Hard copy via the Clerk	10p per sheet
Precept	Hard copy via the Clerk	10p per sheet
Borrowing approval letter	None current	
Financial Standing Orders and Regulations	Hard copy via the Clerk	10p per sheet

Grants given and received	Hard copy via the Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy via the Clerk	10p per sheet
Members' allowances and expenses	Hard copy via the Clerk	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy via the Clerk	10p per sheet
Parish Plan (current year )	No action at present	
Annual Report to Parish Meeting	Hard copy via the Clerk	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	None current	
<b>Class 4 – How we make decisions</b> Decision making processes and records of decisions for current and previous Council year	Hard copy via the Clerk	10p per sheet

Timetable of meetings (Council, Annual Parish, Annual General meetings)	Website Notice Boards	Free Free
Agendas of meetings (as above)	Website Notice Boards	Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting. <b>Note:</b> Council minutes are not available until they have been signed at a subsequent meeting	Website Notice Boards	Free Free
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard copy via the Clerk	10p per sheet
Responses to consultation papers	Hard copy via the Clerk	10p per sheet
Responses to planning applications	Hard copy via the Clerk	10p per sheet
Bye-laws	None	
<b>Class 5 – Our policies and procedures</b> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	Hard copy via the Clerk	10p per sheet

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 via the Clerk	10p per sheet
Policies and procedures for the provision of services. Procedure for handling requests for information, complaints delegated authority in respect of the Clerk.	Hard copy via the Clerk	10p per sheet
Code of Conduct	Hard copy via the Clerk	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy via the Clerk	10p per sheet
Schedule of charges for the publication of information	See below	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		

Burial Register	Inspection via the Clerk by appointment	Free
Assets Register	Hard copy via the Clerk	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	None kept	
Register of members' interests	Hard copy via the Clerk	10p per sheet
Register of gifts and hospitality	None kept	
Register of Members' Interests	Hard copy via the Clerk	10p per sheet
<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	Website	Free
Allotments	N/A	



Parish Council Burial ground Churchyard	Via the Clerk Parochial Church Council	
Village halls	V/Hall Management Comm.	
Playground and amenity areas	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy via the Clerk	10p per sheet
Bus shelters	Hard copy via the Clerk	10p per sheet
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) Parish Council Burial Ground	Hard copy via the Clerk	10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		


**Contact details:-**  
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**SCHEDULE OF CHARGES**  
Hard copy      10p per sheet      Actual cost