

WITTON & RIDLINGTON PARISH COUNCIL

Freedom of Information Model Publication Guide

See costs on last page for hard copies of documents in Class 1

Table 1 Freedom of Information Guide

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's who on the Council and its Committees	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	Website, Hard copy, Email
Location of main Council office and accessibility details	Website, Hard copy, Email
Staffing structure	Website, Hard copy, Email
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 as a minimum	
Annual return form and report by auditor	Website, Hard copy, Email
Finalised budget	Website, Hard copy, Email
Precept	Hard copy, email

Information to be published	How the information can be obtained
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website, Hard copy, Email
Grants given and received	Hard copy, Email
List of current contracts awarded and value of contract	Hard copy, Email
Members' allowances and expenses	Hard copy, Email
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	N/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, Hard copy, Email
Quality status	N/a
Local charters drawn up in accordance with DCLG guidelines	N/a
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, any committee/sub-committee meetings and parish meetings)	Website, Hard copy, Email
Agendas of meetings (as above)	Website, Hard copy, Email

Information to be published	How the information can be obtained
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, Hard copy, Email
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, Email
Responses to consultation papers	Hard copy, Email
Responses to planning applications	Hard copy, Email
Bye-laws	N/a
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, Hard copy, Email
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	Website, Hard copy, Email

Information to be published	How the information can be obtained
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)	
Information security policy	Website, Hard copy, Email
Records management policies (records retention, destruction and archive)	Website, Hard copy, Email
Data protection policies	Website, Hard copy, Email
Schedule of charges (for the publication of information)	Website, Hard copy, Email
Class 6 – Lists and Registers Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy, Email
Assets Register	Hard copy, Email
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)	Hard copy, Email
Register of members' interests	Website, Hard copy, Email
Register of gifts and hospitality	Hard copy, email

Information to be published	How the information can be obtained
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	
Allotments	N/a
Burial grounds and closed churchyards, graveyard maintenance	N/a
Community centres and village halls	N/a
Parks, playing fields and recreational facilities	Website, Hard copy, Email
Seating, litter bins, clocks, memorials and lighting	Hard copy, Email
Bus shelters	N/a
Markets	N/a
Public conveniences	N/a
Agency agreements	N/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/a

Please note: hard copies and copies via email from the clerk - see contact details below:

Contact details:

Catherine Moore - Parish Clerk and Responsible Financial Officer

Jubilee Farm, Fleggburgh Road, Rollesby, Norfolk, NR29 5HH

Tel: 01493 253041

Email: wittonandridlingtonpc@outlook.com

Website: www.wittonandridlingtonparishcouncil.co.uk

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 @ 5p per sheet (black & white)	Actual cost –paper and ink etc.
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at standard price.

* the actual cost incurred by the public authority