

Information available from Gunthwaite and Ingbirchworth 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
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Staffing structure</p>		

	Clerk is sole employee	
<p>Class 2 – What we spend and how we spend it</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>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Website Hard copy	Free 10p per sheet
Borrowing Approval letter	not held	not held
All items of expenditure above £100	Website Hard copy	Free 10p per sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per sheet
Grants given and received	Website Hard copy	Free 10p per sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 10p per sheet
Members' allowances and expenses	Website Hard copy	Free 10p per sheet
<p>Class 3 – What our priorities are and how we are doing</p>		

(Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard copy	Free 10p per sheet
Parish Plan	not held	not held
Annual Report to Parish Meeting	Website Hard copy	Free 10p per sheet
Quality status	not held	not held
Local charters drawn up in accordance with DLUHC's guidelines	not held	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		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 10p per sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p per sheet
	Website	Free

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy	10p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	10p per sheet
Responses to consultation papers	not held	not held
Responses to planning applications	On BMBC planning portal	See BMBC planning portal
Bye-laws	not held	not held
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference (not held) • Delegated authority in respect of officers (not held) • Code of Conduct • Policy statements 	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information 	Not held	Not held

<ul style="list-style-type: none"> Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website Hardcopy	Free 10p per sheet
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	Hardcopy	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Website Hard copy	Free 10p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	Not held
Register of members' interests	Website Hard copy	Free 10p per sheet
Register of gifts and hospitality	Not held	Not held
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	

Current information only		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Website Hard copy	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Bus shelters		
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	N/A
Additional Information		
Information not itemised in the lists above		

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 @ 10p per sheet (black & white A4 only)	Actual cost *
	Postage and packaging	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred