**Information available from Ulley Parish Council under the Freedom of Information Act Model Publication Scheme (March 2024)**

**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.**

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| Information to be published | How information can be obtained |
| **Class 1 - Who we are and what we do (**Current information only)  Organisational information, structures, locations, and contacts  List of Council members and their responsibilities, list of Council Committees  Postal and email address  Contact details for Parish Clerk and Council members  Where possible, provide named contacts including phone numbers and email addresses  Location of main Council office and accessibility details  Staffing structure | Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Hard copy available from Clerk |
| **Class 2 – What we spend & how we spend it** (Current and previous financial year as a minimum)  Financial information about projected and actual income and expenditure, procurement, contracts and financial audit  Statement of accounts and internal audit report Iine the format included in the Annual return  Finalised budget  Precept  Borrowing Approval letter  All items of expenditure above £100  Financial Standing Orders and Regulations  Grants given and received  List of current contracts awarded and value of contract  Members’ allowances and expenses | Website/Hard copy available from Clerk  Hard copy available from Clerk  Hard copy available from Clerk  Not Held  Hard copy available from Clerk  Website/Hard copy available from Clerk  Hard copy available from Clerk  Hard copy available from Clerk  Hard copy available from Clerk |
| **Class 3 – What our priorities are and how we are doing** (Current and previous financial year as a minimum)  Strategies and plans, performance indicators, audits, inspections and reviews  Annual governance statement in format included in the Annual return form  Parish Plan  Annual Report to Parish or Community Meeting  Quality status  Local charters drawn up in accordance with DLUHC’s guidelines  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 | Website/Hard copy available from Clerk  Not held  Website/Hard copy available from Clerk  Not held  Not held  Website/Hard copy available from Clerk |
| **Class 4 – How we make decisions** (Current & previous council year as a minimum)  Decision making processes and records of decisions  Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)  Agendas of meetings (as above)  Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure  Reports presented to council meetings - excluding material that is properly considered to be exempt from disclosure  Responses to consultation papers  Responses to planning applications  Bye-laws | Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Not held  Not held  Not held  Not held |
| **Class 5 – Our policies & procedures** (Current information only)  Current written protocols, policies and procedures for delivering our services and responsibilities  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   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 * Equality & Diversity Policy * Health & Safety Policy * Recruitment policies and details of current vacancies * Policies and procedures for handling requests for information * Complaints procedure (including those covering requests for information and operating the publication scheme   Records management, personal data and access to information policies  Information security policies, records retention, destruction and archive policies and data protection | Website/Hard copy available from Clerk  Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk  Website/Hard copy available from Clerk |
| **Class 6 – Lists & Registers**  Currently maintained lists and registers only  Information legally required to hold in publicity available registers  Assets Register, including details of public land and building assets  Disclosure log indicating the information provided in response to FOIA and EIR requests.  Register of members’ interests  Register of gifts and hospitality | Hard copy available from Clerk  Hard copy available from Clerk  Hard copy available from Clerk  Hard copy available from Clerk  Hard copy available from Clerk |
| **Class 7 – The service we offer** (Current information only)  Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses  Village Hall  Street furniture  Play Area | Hard copy information available from Clerk  Hard copy information available from Clerk  Hard copy information available from Clerk |

**Contact details:** Please see Ulley Parish Council Website for Clerk/Councillor details **Website:** <http://www.ulleyparishcouncil.org.uk/>

**SCHEDULE OF CHARGES**

|  |  |  |
| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per A4 sheet (black & white)  Other costs may be notified on application | Actual cost |
|  | Postage | Actual cost of Royal Mail standard 2nd class |