

LONG SUTTON PARISH COUNCIL FREEDOM OF INFORMATION POLICY

Information available from Long Sutton Parish Council under the model publication scheme

All items marked hard copy are available at a cost of 50p per sheet, email or website items are free.

Information to be published	How the information can be obtained	Cost**
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Available on the Parish Council Website	For all Costs see Schedule below
Who's who on the Council and its Committees	Contact Clerk – Available on SHDC Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available on SHDC Website	
Location of main Council office and accessibility details	Notice board/Contact Clerk Meetings by appointment	
Staffing structure	Contact Clerk	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Available on the Parish Council Website.	
Annual return form and report by auditor	Available on the Parish Council Website	
Finalised budget	Available on the Parish Council Website.	
Precept	Minutes – Available on Parish Council Website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Available on the Parish Council Website.	
Grants given and received	Minutes - Available on the Parish Council Website.	
List of current contracts awarded and value of contract	On request to the Clerk	
Members' allowances and expenses	Financial Reports - Available on the Parish Council Website.	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	Hard copy	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Minutes - Available on the Parish Council Website.	
Quality status	Not in place	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p>	Minutes - Available on the Parish Council Website.	

Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice board/Website	
Agendas of meetings (as above)	On notice boards 3 clear Days before meeting Available on the Parish Council Website.	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	On website, when approved.	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	
Responses to consultation papers	Minutes - Available on the Parish Council Website. Hard copy from Clerk	
Responses to planning applications	Minutes/Via Clerk	
Bye-laws	Information via SHDC website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Available on the Parish Council Website.	
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	Available on the Parish Council Website.	
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 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)	Not all are available Website/Hard copy from Clerk	
Information security policy	Computer records copies Registers stored in secure facility	
Records management policies (records retention, destruction and archive)	As per government guidelines	
Data protection policies	As per government guidelines	
Schedule of charges (for the publication of information)	As per this document	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None	
Assets Register	Email or hard copy	

Register of members' interests	Records held at SHDC	
Register of gifts and hospitality	Records held at SHDC	
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)	
Allotments		
Burial grounds and closed churchyards		
Playing fields and Sports field		
Memorial Ground		
Seating, litter bins		
Bus shelters		
Agency agreements	Hard copy from Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Minutes/Hard copy from Clerk	

Contact details:

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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
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Search/Investigation through Parish Council records to Provide requested information	£75.00 each investigation plus photocopy costs/postage

* The actual cost incurred by Long Sutton Parish Council