

## Information available from East Challow 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.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts) Current information only</p>	Website	Free
List of Council members and their responsibilities as well a list of Council Committees	Website	Free
Details of any representation on local public bodies	Not Held	Not Held
<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>	Website	Free

Location of main Council office and accessibility details	N/A No offices	
Staffing structure	Email	Free
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Hard Copy	10p per sheet
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Email Hard Copy	Free 10p per sheet
Precept	Email Hard Copy	Free 10p per sheet
Borrowing Approval letter	Not Held	Not held
All items of expenditure above £100	Email Hard Copy	Free 10p per sheet

Financial Standing Orders and Regulations	Website	Free
Grants given and received	Email Hard Copy	Free 10p per sheet
List of current contracts awarded and value of contract	Email Hard Copy	Free 10p per sheet
Members' allowances and expenses-	Email	Free
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Email Hard Copy	Free 10p per sheet
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Not Held	Not Held
Annual Report to Parish or Community Meeting	Email	Free

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
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Website</p> <p>Email</p> <p>Hard Copy</p>	<p>Free</p> <p>Free</p> <p>10p per sheet</p>
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Email Hard Copy	Free 10p per sheet
Responses to planning applications	Website Email	Free Free
Bye-laws	Not Held	Not Held
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website	Free
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of</li> </ul>	Website Email	Free Free

<p>reference</p> <ul style="list-style-type: none"> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Website</p>	<p>Free</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies.</p>	<p>Website</p>	<p>Free</p>

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	<p>Email Hard Copy</p>	<p>Free 10p per sheet</p>
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Email</p>	<p>Free</p>
<p>Assets register, including details of public land and building assets</p>	<p>Website</p>	<p>Free</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Not Held</p>	<p>Not Held</p>
<p>Register of members' interests</p>	<p>Website</p>	<p>Free</p>
<p>Register of gifts and hospitality</p>	<p>Email</p>	<p>Free</p>
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	<p>Email</p>	<p>Free</p>

Current information only		
Allotments	Email	Free
Burial grounds and closed churchyards	website	free
Community centres and village halls	<a href="https://www.eastchallowpc.co.uk/village-facilities/village-hall/">https://www.eastchallowpc.co.uk/village-facilities/village-hall/</a>	
Parks, playing fields and recreational facilities	website	Free
Seating, litter bins, clocks, memorials and lighting	website	Free
Bus shelters	website	Free
Markets	Not Held	Not Held
Public conveniences	Not Held	Not Held
Agency agreements	Not Held	Not Held
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website	Free
<b>Additional Information</b>		
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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Paper, Ink, Electricity and resources needed.
<b>Disbursement cost</b>	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**Contact Details:** Clerk East Challow Parish Council

**Telephone:** 07774 405472

**Email:** [clerk@eastchallowpc.co.uk](mailto:clerk@eastchallowpc.co.uk)