

# NEWTON & NOSS PARISH COUNCIL

## FREEDOM OF INFORMATION ACT

### Information available under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only		
Who's who on the Council and its Committees	Website Hard Copy	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p/sheet
Location of main Council office and accessibility details	Website Main Noticeboards	Free Free
Staffing structure	N/A	

<b>Class 2 – What we spend and how we spend it</b> (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	Hard copy	10p/sheet
Finalised budget	Hard copy	10p/sheet
Precept	Hard copy	10p/sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy	10p/sheet
Grants given and received	Hard copy	10p/sheet
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members' allowances and expenses	Hard copy	10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan 2004 and Appendix 1 2009	Website	Free
Annual Reports to Parish	Website Hard copy	Free 10p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	None	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings for the current year	Website Hard copy	Free Free
Agendas of meetings	Website (current only) Noticeboards (current only) Hard copy	Free Free Free
Minutes of meetings NB. this will exclude information that is properly regarded as private to the meeting.	Website Noticeboards (current only) Hard copy	Free Free 10p/sheet
Reports presented to council meetings NB. this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	District Council website	Free
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b>  (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> <p>Procedural standing orders</p>	<p>All hard copies</p> <p>Website</p>	<p>All 10p/sheet</p> <p>Free</p>
<p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>N/A</p> <p>N/A</p> <p>Hard Copy</p> <p>Hard Copy</p>	<p>10p/sheet</p> <p>10p/sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services:</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Hard copy</p>	<p>All 10p/sheet</p>
<p>Information security policy</p>	<p>None</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>None</p>	
<p>Data protection policies</p>	<p>None</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>10p/sheet</p>

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
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)	District Council website	Free
Register of members' interests	District Council website	Free
Register of gifts and hospitality	District Council website	Free
Assets Register	Hard copy	10p/sheet
<b>Class 7 – The services we offer</b> (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	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	District Council website	Free
Seating, litter bins, clocks, memorials and lighting	Asset Register	10p/sheet
Bus shelters	Asset Register	10p/sheet
Markets	N/A	
Public conveniences	District Council website	Free
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	

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
NNPC Affordable Housing Policy 2009	Website Parish Plan page	Free
History of Bishops Court development	Website Document Library	Free
District Council's Local Development Framework – various papers	Website Document Library	Free

**Contact details:-**

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**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost * 0.4p
	Photocopying @ 15p per sheet (colour)	Actual cost * 4.65p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>	Officer time to research, collect and copy request	£11.55/hour

\* the actual cost incurred by the public authority