

SPREYTON PARISH COUNCIL

Freedom of Information (Publication) Policy.

This document sets out Spreyton Parish Councils approved and agreed practices. Any deviation must be made by resolution of the full Council and recorded below.

Document Number:	SPC 014
Approved by Resolution Number:	RR2023/020
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Ratified on:	18/7/23
Frequency of review:	As required – at least every 2 years
Version Number:	1.0

Version Control and Revisions.:

Revision History

Date	Version	Notes
18/7/23	1.0	Policy Adopted

Policy Review (where document reviewed but no changes made):

Review Number	Date	Resolution number & Minutes Ref:

THIS IS A CONTROLLED DOCUMENT

Whilst this document may be printed, the electronic version maintained on the Spreyton Parish Council laptop is the controlled copy. A .pdf version of this document will be published on the Spreyton Parish Council website. Any printed copies of this document are not controlled.

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Information available from Spreyton Parish Council under the model publication scheme August 2015:

Information to be published
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.
Who's who on the Council
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and/or email address (if used))
Location of Council office and accessibility details
Staffing structure
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) Current and previous financial year as a minimum
Annual return form and report by auditor
Finalised budget
Precept
Borrowing Approval letter (if applicable)
Financial Standing Orders and Regulations
Grants given and received
List of current contracts awarded and value of contract
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum
Parish Plan (if applicable)
Annual Report to Parish Meeting (current and previous year as a minimum)
Local charters drawn up in accordance with DCLG guidelines
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum
Timetable of Council meetings (and parish meetings)
Agendas of meetings (as above)

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Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.
Responses to consultation papers
Responses to planning applications
Bye-laws
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only
Policies and procedures for the conduct of council business: Procedural standing orders 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 and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)
Data Retention and disposal policy (records retention, destruction and archive)
Data protection policies
Class 6 – Lists and Registers Currently maintained lists and registers only
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)
Assets register
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)
Register of members' interests
Register of gifts and hospitality
Class 7 – The services we may offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

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Current information only
Parks, playing fields and recreational facilities
Seating, litter bins, memorials and lighting etc
Bus shelters
Services for which the council is entitled to recover a fee, together with those fees.
Additional Information
This will provide Councils with the opportunity to publish information that is not itemised in the lists above

INFORMATION AVAILABLE VIA:-

PARISH WEBSITE:- <https://www.Spreytonparishcouncil.co.uk/> – FREE

EMAIL Parish Clerk: Spreytonparishcouncil@gmail.com - FREE

HARDCOPY POSTED: £2.50 per request.

Contact details:

Miss Alice Turner, Parish Clerk

Spreyton Parish Council

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