



TOTLAND PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Adopted: 9/09/2015

Minute Number: 187/15

Information available from Totland Parish Council under the model publication scheme
Website: www.totlandparishcouncil.org.uk

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website & Newsletter	Free
Contact details for Parish Clerk and Council members	Website & Newsletter	Free
Location of main Council office and accessibility details	Totland Parish Council Parish Office Winchester House The Broadway Totland Bay Isle of Wight, PO39 0AX Location Plan and accessibility details available on website	Free
Staffing structure	Hard copy – contact Parish Clerk	Free
<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>	All documents available for inspection at Parish Office – contact Parish Clerk.	
Annual return form and report by auditor	By application to Clerk	50p
Finalised budget	By application to Clerk	50p
Precept	From minutes (website)	Free
Borrowing Approval letters	No borrowing programme	

Financial Standing Orders and Regulations	By application to Clerk	50p
Grants given and received	By application to Clerk	50p
List of current contracts awarded and value of contract	By application to Clerk	50p
Members' allowances and expenses	By application to Clerk	50p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	All documents available for inspection at Parish Office – contact Parish Clerk	
Parish Plan (current and previous year as a minimum) Draft Community Strategy 2007	Hard copy – contact Parish Clerk	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Newsletter & Website	Free
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	From IWC	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	All minutes on website	Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Parish Clerk	Free
Agendas of meetings (as above)	Website Hard copy – contact Parish Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Available for inspection – contact Parish Clerk Hard copy – contact Parish Clerk	Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	By application to Clerk	Free
Responses to consultation papers	Usually oral at meeting – outcome in minutes	Free
Responses to planning applications	Website (minutes) Main Authority Website	Free
Bye-laws	Not applicable	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	All documents available for inspection at Parish Office – contact Parish Clerk	
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	Hard copies of all documents available for inspection at Parish Office – contact Parish Clerk. Hard copy please contact Parish Clerk	Free 50p
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equal Opportunities policy Environmental 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)	Documents available for inspection at Parish Office – contact Parish Clerk Hard copies of documents - contact Parish Clerk Website	Free 50p Free
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies	Hard copies of documents - contact Parish Clerk	50p
Schedule of charges (for the publication of information)	Not applicable	
Class 6 – Lists and Registers Currently maintained lists and registers only	All documents available for inspection at Parish Office – contact Parish Clerk	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Document available for inspection at Parish Office – contact Parish Clerk.	Free

	Hard copy - contact Parish Clerk	50p
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)	Not applicable	
Register of members' interests	Website	
Register of gifts and hospitality	Available for inspection at Parish Office – contact Parish Clerk Hard copy - contact Parish Clerk	
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	All documents available for inspection at Parish Office – contact Parish Clerk	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, memorials and lighting	Hard copy – contact Parish Clerk	Free
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information		

Contact details:

Helen Gibbs, Parish Clerk
 Totland Parish Council
 Winchester House
 The Broadway, Totland Bay
 Isle of Wight PO39 0AE
 01983 756028, Email: totlandparishco@googlemail.com

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 @ 5p per sheet (black & white)	Actual cost *5p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Not applicable	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority