

Information available from **Wrose 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> (Hard copy or website; some information may only be available by inspection)	<b>Cost: Standard charge:</b> All hard copy items charged at 25p per black and white copy-side plus 2 <sup>nd</sup> class postage
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations, and contacts)</p> <p>Current information only</p>	Website	
List of Council members and their responsibilities as well a list of Council Committees	Members – Website Committees – Hardcopy request to clerk	For hardcopy see standard charge above
Details of any representation on local public bodies	Hard copy request to clerk	
Postal and email address	Website	
Contact details for Parish Clerk and Council members.  Where possible, provide named contacts including contact phone numbers and email addresses	Website	
Location of main Council office and accessibility details	Website	
Staffing structure	Not held. Only one member of staff	
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>Financial information about projected and actual income and expenditure, procurement,</p> <p>Contracts</p> <p>Financial audit</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p> <p>Website (via minutes)</p> <p>Website</p> <p>Website and hardcopy request to clerk</p>	For hardcopy see standard charge above
Statement of accounts and internal audit report in the format included in the Annual Return form.	Website and hardcopy request to clerk	For hardcopy see standard charge above

Finalised budget	Website	
Precept	Hardcopy request to clerk	For hardcopy see standard charge above
Borrowing Approval letter	Not held – not applicable	
All items of expenditure above £100	Hardcopy request to clerk Website via minutes	For hardcopy see standard charge above
Financial Standing Orders and Regulations	Website	
Grants given and received	Hardcopy request to clerk Website via minutes	For hardcopy see standard charge above
List of current contracts awarded and value of contract.	Hardcopy request to clerk	For hardcopy see standard charge above
Members' allowances and expenses	Hardcopy request to clerk	For hardcopy see standard charge above
<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	Vision statement: Website Not held Website	
Annual governance statement in format included in the Annual Return form.	Website	
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Website via meeting minutes	
Quality status	Not yet applied for	
Local charters drawn up in accordance with DLUHC's guidelines.	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	If produced, hard copy request to the Clerk	
<b>Class 4 – How we make decisions.</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website (via minutes)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure.	Website	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Not held	
Responses to consultation papers	Not held	
Responses to planning applications	Website (via minutes)	
Bye-laws.	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	
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 reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website Not held. No committees at current time Hard copy request to clerk Website Website	For hardcopy see standard charge above
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services.</li> <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>	Not held  Website Website Not held, No current employee vacancies  <a href="#">Website</a>  Website	
Records management, personal data and access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.	Website and hard copy request to clerk	For hardcopy see standard charge above
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy request to clerk	For hardcopy see standard charge above

Assets register, including details of public land and building assets	Website	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	
Register of members' interests	Website	
Register of gifts and hospitality	Not held	
<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 Service not provided	
Burial grounds and closed churchyards	N/A Service not provided	
Community centres and village halls	N/A Service not provided	
Parks, playing fields and recreational facilities	N/A Service not provided	
Seating, litter bins, clocks, memorials and lighting	For lighting: hard copy request to clerk	See standard charge above
Bus shelters	N/A Service not provided	
Markets	N/A Service not provided on a regular basis	
Public conveniences	N/A Service not provided	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A None provided	
<b>Additional Information</b>  Information not itemised in the lists above		

### Schedule of charges

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @25p per sheet (black & white)	Actual cost
	Photocopying @ 80p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (actual statute will be quoted)
<b>Other</b>		

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**Contact details:**

**Ruth Thompson**  
**Clerk**  
**Wrose Parish Council**  
**Clerk@wrosexparishcouncil.gov.uk**

Adopted by the council: 10 March 2022

Reviewed on 12 March 26

Date of next review March 27