

# Yarnfield and Cold Meece Parish Council

## Freedom of Information – Publication Scheme

## PREFACE

Document title	Publication Scheme		
Author	Parish Clerk		
Status	Approved		
Effective from	30 May 2022		
		Date	Resolution
Approved on	First Approved	30 May 2022	22-229
	Second Review Approved		
	Third Review Approved		
Next review date	May 2023		
<p>Purpose:</p> <p>First approval: to provide details of documents held by the parish council; the form of these documents, paper or electronic; the method to be used to obtain copies; and the charging arrangements to be applied by the parish council.</p>			

**Charges** – where possible request for information will be directed to the parish council website. Where data is not available from the website, copies of documents will be provided by email or if that is not possible paper copies will be provided.

Charge for printed copies of any document will be 15p per page.

## Yarnfield and Cold Meece Parish Council – Publication Scheme

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do:</b>	
Organisational information, structures, locations and contacts (This will be current information only)	Hard copy and Website or via email if practicable
Who's Who on the Council and its Committees	
Contact details for Parish Clerk: named, contacts where possible with telephone number and email address	
<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)	Hard copy, website and by email
Annual return form and report by auditor	
Finalised budget	
Precept	
Borrowing Approval letter (where applicable)	
Financial Standing Orders and Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members' expenses	
<b>Class 3 – What our priorities are and how we are doing</b>	
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy, website and email
Parish Plan (Current and previous year as a minimum)	
<b>Class 4 – How we make decisions</b>	

Information to be published	How the information can be obtained
Decision making processes and records of decisions (Current and previous council year as a minimum)	Hard copy, website and email
Timetable of meeting Council, Community Action Group and parish assembly meetings	
Agendas of meetings (as above)	
Minutes of meetings (as above) Note: this will exclude information that is properly regarded as private to the meeting.	
Reports presented to council meetings Note: this will exclude information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	
<b>Class 5 – Our policies and procedures</b>	
Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)	Hard copy, website and email
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>- Procedural standing orders</li> <li>- Code of Conduct</li> <li>- Delegated authority in respect of officers</li> <li>- Committee terms of reference</li> </ul>	
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>- Equality and Diversity policy</li> <li>- Safeguarding policy</li> <li>- Health and Safety policy</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>	
Records management policies (records retention, destruction and archive) <ul style="list-style-type: none"> <li>- Data protection and Information policy</li> </ul>	
Schedule of charges (for the publication of information)	Not applicable

Information to be published	How the information can be obtained
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	Hard copy, website and email
Any publicly available register or list	
Asset Register	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town Councils)	Hard copy and email
Register of members' interests	Website
Register of gifts and hospitality	Hard copy and email
<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)	Hard copy, and email
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	
Bus shelters	