

Information available from Shincliffe 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.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do	Website	Free
Organisational information, structures, locations and contacts		
List of Council members and their responsibilities as well a list of Council Committees	Website	Free
Details of any representation on local public bodies		
Contact details for Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it	Website or hard copy on request	Free
Financial information about projected and actual income and expenditure, procurement, contracts and financial audit		Printing 10p per A4 sheet and second class postage
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and	Website	Free

value of contract		
Members' allowances and expenses	N/A	N/A
Class 3 – What our priorities are and how we are doing	Website or hard copy on request	Free
Strategies and plans, performance indicators, mission statement, audits, inspections and reviews		Printing 10p per A4 sheet and second class postage
Annual governance statement in format included in the Annual Return form	Website	Free
Annual Report to Parish or Community Meeting	Website	Free
Local charters drawn up in accordance with DLUHC's guidelines	Website	Free
Class 4 – How we make decisions	Website or hard copy on request	Free
Decision making processes and records of decisions		Printing 10p per A4 sheet and second class postage
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agenda of meetings (as above)	Website and noticeboards	Free
Minutes of meetings (as above) – N.B. this will exclude material that is properly regarded as private to the meeting	Website and noticeboards	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws	Website	Free
Class 5 – Our policies and procedures	Website	Free
Current written protocols, policies and procedures for delivering our services and responsibilities		
Policies and procedures for the conduct of Council business:	Website	Free
• Procedural standing orders • Committee and sub-committee		

terms of reference • 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 • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Records management, personal data and access to information policies	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.	Website	Free
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website	Free
Assets register, including details of public land and building assets	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website	Free
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free
Class 7 – The services we offer Information about the services we offer,	Website	Free

including leaflets, guidance and newsletters produced for the public and businesses		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	Website	Free
Services for which we are entitled to recover a fee and details of those fees	Website	Free
Additional Information Information not itemised in the lists above	Website or on request from Parish Clerk	Free Printing 10p per A4 sheet and second class postage

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred

Adopted May 2024

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