



Information available from Peasedown St John 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.

Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	
Information to be published	How the information can be obtained
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Hard copy and website
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Hard copy and website
Location of main Council office and accessibility details	Hard copy and website
Staffing structure	Not held
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy and website
Finalised budget	Hard copy and website
Precept	Hard copy and website
Borrowing Approval letter	Not held

All items of expenditure above £100	Hard copy and website
Financial Standing Orders and Regulations	Hard copy or website
Grants given and received	Hard copy or website
List of current contracts awarded and value of contract	Not held
Members' allowances and expenses	Not held
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	
Annual governance statement in format included in the Annual Return form	Hard copy and website
Parish Plan	Not held
Annual Report to Parish or Community Meeting	Not held
Quality status	Not held
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	Not held
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy and website
Agendas of meetings (as above)	Hard copy and website
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure	Hard copy or website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy and website
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Not held

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only</p>	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Hard copy and website</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • 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) 	<p>Hard copy and website</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Hard copy and website</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only.</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	
<p>Assets register, including details of public land and building assets</p>	<p>Hard copy and website</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Not held</p>

Register of members' interests	Hard copy and website	
Register of gifts and hospitality	Not applicable	
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		
Allotments	Hard copy and website	
Burial grounds and closed churchyards	Hard copy and website	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard copy only	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy and website	
Schedule of charges – hard copies only		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white or colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class