

Welton Parish Council

Information available under the publication scheme – Freedom of Information Act 2000

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard Copy – contact Clerk	No Yes
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboards Hard Copy – contact Clerk	No No Yes
Location of main Council office and accessibility details		
Staffing structure		
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)		
Annual return form and report by auditor	Website for current year Hard copy – contact Clerk Inspection by appointment with Clerk	No Yes No
Finalised budget & Precept	Website Hard copy – contact Clerk	No Yes
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website	No

	Hard copy – contact Clerk	Yes
Grants given and received	Email – contact Clerk	No
List of current contracts awarded and value of contract	Email – contact Clerk	No
Members' allowances and expenses	Email – contact Clerk	No
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact Clerk	No Yes
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	No Yes
Agendas of meetings (as above)	By Email – contact Clerk Hard copy – contact Clerk	No Yes
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk Inspection – by appointment with Clerk	No Yes No
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	By Email – contact Clerk Hard copy – contact Clerk	No Yes
Responses to consultation papers	By Email – contact Clerk Hard copy – contact Clerk	No Yes
Responses to planning applications	By Email – contact Clerk Hard copy – contact Clerk	No Yes

Bye laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	No
Committee terms of reference	Hard copy – contact Clerk	Yes
Delegated authority in respect of officers	Website	No
Code of Conduct	Hard copy – contact Clerk	Yes
Policy statements	Email – contact Clerk	No
	Website	No
	Hard copy – contact Clerk	Yes
	Website	No
	Hard copy – contact Clerk	Yes
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services		
Equality and diversity policy		
Health and safety policy		
Recruitment policies (including current vacancies)		
Policies and procedures for handling requests for information	Website	No
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	Yes
	Website	No
	Hard copy – contact Clerk	Yes
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		

Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	No Yes
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Inspection by appointment with the Clerk	No
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)		
Register of members' interests	Website By inspection by appointment with the Clerk	No No
Register of gifts and hospitality		
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		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Email – contact Clerk	No
Bus shelters	Email – contact Clerk	No
Markets		
Public conveniences		
Agency agreements		

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Strategic & Action Plans	Website Hard copy – contact Clerk	No Yes

Exclusions:

1. Exclusions to core classes of information

- i. Personal records such as appraisals, employee specific salary details, disciplinary records, sickness records and similar by virtue of being personal data under the Data Protection Act 1998.
- ii. Planning documents – copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available for the local planning and/or highway authority respectively.
- iii. Audit and accounts – All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With reference to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair (if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged).
- iv. Draft documents

Contact details:

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South Ferriby
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07807 729549
clerk@weltonparish.co.uk

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 A4 sheet (black & white)	Actual cost *
	Photocopying @20p per A4 sheet (colour)	Actual cost
	Other size photocopying	At cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

For further information see the website for the Information Commissioner:

<https://ico.org.uk/>

<https://ico.org.uk/for-the-public/official-information/>