

SPIXWORTH PARISH COUNCIL-Freedom of Information

Information to be published	How the information can be obtained	Cost
Class 1-Who we are and what we do	Displayed on Parish Council notice boards located on: Ivy Road, Crostwick Lane, Arthurton Road and at the Parish Council Office	FREE
Who's Who on the Council and its Committees	On all above notice boards and website	FREE
Contact Details for Parish Clerk and Council members	On all above notice boards and website	FREE
Location of main council office and accessibility details	On all above notice boards and website	FREE
Staffing structure	Available on request	FREE
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	Details of all information listed is available to read at the parish council office, or copies can be supplied on request to the clerk in writing or by telephone	FREE
Annual return form and report by auditor		
Financial budget		
Borrowing Approval Letter		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses	N/A	
Class 3- What our priorities are and how we are doing. (Strategies and plans,		

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performance reviews, audits, inspections		
Annual Report to Parish Meeting	Copies on request	FREE
Quality Status	N/A	
Class 4- How we make decisions		
Timetable of meetings	Meeting dates for current year on all notice boards and website	
Agendas of meetings	On all notice boards and website	
Minutes of Meetings-(This we exclude any information that is properly regarded as private to the meeting)	Available on request and website	FREE
Reports presented to council meetings-(This will exclude information that is properly regarded a private to the meeting)	Available on request	FREE
Responses to consultation papers	Available on request	FREE
Responses to planning applications	Available on request	
Bye laws	Available on request	
Class 5- Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Available on request	
Policies and procedures for conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee terms of reference • Delegated authority in respect of officers • Code of Contact 		

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> -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 -Complaints procedures (including those covering requests for information and operating the publication scheme) - Information security policy Records management policies (records retention, destruction and archive) -Data protection policies 	<p>All policies available on request</p>	
Schedule of charges	N/A	
Class 6- Lists and Registers		
Assets Register	Available on request	FREE
Registers of members' interests	Available on request	FREE
Register of gifts and hospitality	Available on request	FREE
Class 7- The services we offer (Current information only)		
Parks, playing fields and recreational facilities	Available on request	FREE
Seating, litter/dog bins bus shelters and street lighting	Available on request	FREE

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