

Freedom of Information Policy

Information Available from Great Gonerby Parish Council Under the Model Publication Scheme

This policy outlines the information Great Gonerby Parish Council makes publicly available under the model publication scheme, as well as the methods of access and associated costs. The information is categorized into classes for ease of reference.

Class 1: Who We Are and What We Do

Description: Organisational structure, roles, contact details, and locations. Current information only.

- **Council and Committee Members:** Hard copy, cost as per schedule
- **Contact Details for Parish Clerk and Council Members:** Hard copy and website, cost as per schedule
- **Location of Council Office & Accessibility Details:** Hard copy and website, cost as per schedule

Class 2: What We Spend and How We Spend It

Description: Financial records including budget, income, expenditure, and financial audits. Minimum of current and previous financial year.

- **Annual Return Form and Auditor's Report:** Hard copy, cost as per schedule
- **Finalised Budget:** Hard copy, cost as per schedule
- **Precept Details:** Hard copy, cost as per schedule
- **Borrowing Approval Letter:** Hard copy, cost as per schedule
- **Financial Standing Orders and Regulations:** Hard copy, cost as per schedule
- **Grants Given and Received:** Hard copy, cost as per schedule
- **Current Contracts and Contract Values:** Hard copy, cost as per schedule
- **Members' Allowances and Expenses:** Hard copy, cost as per schedule

Class 3: Our Priorities and Performance

Description: Strategic plans, performance indicators, audits, inspections, and reviews.

- **Annual Report to Parish/Community Meetings:** Hard copy, cost as per schedule

Class 4: How We Make Decisions

Description: Decision-making processes and records, including current and previous year information.

- **Meeting Timetable (Council and Parish):** Hard copy and website, cost as per schedule
- **Meeting Agendas:** Hard copy, cost as per schedule

- **Meeting Minutes (excluding confidential information):** Hard copy, cost as per schedule
- **Reports Presented to Council (excluding confidential information):** Hard copy, cost as per schedule
- **Consultation Responses:** Hard copy, cost as per schedule
- **Planning Application Responses:** Hard copy, cost as per schedule
- **Bye-laws:** Hard copy, cost as per schedule

Class 5: Our Policies and Procedures

Description: Current policies, protocols, and procedures governing council services and responsibilities.

- **Procedural Standing Orders, Committee Terms of Reference, Delegated Authority, Code of Conduct, Policy Statements:** Hard copy, cost as per schedule
- **Policies on Equality, Diversity, Health and Safety, Information Requests, Complaints:** Hard copy, cost as per schedule
- **Records Management Policy (Retention, Destruction, Archiving):** Hard copy, cost as per schedule
- **Schedule of Charges for Published Information:** Hard copy and website, cost as per schedule

Class 6: Lists and Registers

Description: Registers and lists maintained by the council.

- **Assets Register:** Hard copy, cost as per schedule
- **Register of Members' Interests:** Hard copy, cost as per schedule
- **Register of Gifts and Hospitality:** Hard copy, cost as per schedule

Class 7: Services We Offer

Description: Information about public services provided, including facilities and any associated fees.

- **Burial Grounds:** Hard copy, cost as per schedule
- **Parks, Playing Fields, Recreational Facilities:** Hard copy, cost as per schedule
- **Public Seating, Litter Bins, Clocks, Memorials, Lighting:** Hard copy, cost as per schedule
- **Bus Shelters:** Hard copy, cost as per schedule
- **Summary of Services with Recoverable Fees (e.g., Burial Fees):** Hard copy, cost as per schedule

Contact Information

For further details, please visit our website or contact the Parish Clerk.

Schedule of Charges

- **Disbursement:**

- **Photocopying (Black & White): Actual cost**
- **Photocopying (Colour): Actual cost**
- **Postage: Actual cost of Royal Mail 2nd Class**
- **Statutory Fee: As per relevant legislation**
- **Other: Venue Hire (if required) - Actual cost**

Note: "Actual Cost" represents the real cost incurred by the Parish Council to provide this service.