



# Great Gonerby Parish Council

## Freedom of Information policy

1. This policy outlines the information that the Council makes publicly available under the model publication scheme, as well as the methods of access and associated costs. The information is categorized into 7 classes for ease of reference.

2. **Class 1: Who we are and what we do.** Includes the organisational structure, roles, contact details and locations. Only current information will be made available.

Details about Council and Committee members	Hard copy	Cost as per schedule
Official contact details for Parish Clerk and Council Members	Hard copy and website	Cost as per schedule
Location of Council office and property and accessibility details	Hard copy and website	Cost as per schedule

3. **Class 2: What we spend and how we spend it.** Includes financial records including budget, income, expenditure and financial audits. Only information from the current and previous financial year will be made available.

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

4. **Class 3: Our priorities and performance.** Includes strategic plans, performance indicators, audits, inspections and reviews. Only the most recent report will be made available.

Annual report to parish / community	Hard copy	Cost as per schedule
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5. **Class 4: How We Make Decisions.** Includes the decision-making processes and records. Only the current and previous year's information will be made available.

Meeting timetable (Council and committees)	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

6. **Class 5: Our policies and procedures.** Includes current policies, protocols and procedures, and governing Council services and responsibilities.

Procedural standing orders, Committee terms of reference, delegated authority, code of conduct and policy statements	Hard copy	Cost as per schedule
Policies on equality, diversity, health and safety, information requests and 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	Cost as per schedule

7. **Class 6: Lists and registers.** Registers and lists maintained by the Council.

Asset register	Hard copy	Cost as per schedule
Register of Councillors' interests	Hard copy	Cost as per schedule
Register of gifts and hospitality	Hard copy	Cost as per schedule

8. **Class 7: Services we offer.** Includes information about public services provided, including facilities and any associated fees.

Burial grounds	Hard copy	Cost as per schedule
Parks, playing fields and recreational facilities	Hard copy	Cost as per schedule
Public seating, litter bins, clocks, memorials and lighting	Hard copy	Cost as per schedule
Bus shelters	Hard copy	Cost as per schedule
Summary of services with recoverable fees (eg burial fees)	Hard copy	Cost as per schedule

9. The schedule of charges in the table below applies to all requests for information. 'Actual cost' represents the real cost incurred by the Council to provide this service.

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