

Freedom of Information Act 2000

Information available from Frogmore and Sherford 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.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Councillors Names and contact details Clerk's name and contact details Details of what the council does and how it operates	Web Site/Hard Copy	Free
List of Council members and their responsibilities	Web Site/Hard Copy	Free
Postal and email address Contact details for Parish Clerk and Council members	Web Site/Hard Copy	Free
Location of main Council office and accessibility details	Web Site/Hard Copy	
Staffing structure	Not held	

Class 2 – What we spend and how we spend it		
Current and previous financial 5 years accounts Statement of accounts and internal audit report in the format included in the Annual Return form	Website/Hard Copy	Free
Finalised budget	Website/Hard Copy	Free
Precept	Website/Hard Copy	Free
All items of expenditure above £100	Website/Hard Copy	Free
Financial Standing Orders and Regulations	Website/Hard Copy	Free
Grants given and received	Website/Hard Copy	Free
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		
Annual governance statement in format included in the Annual Return form	Website/Hard Copy	Free
Parish Plan	Hard Copy	Yes
Annual Report to Parish or Community Meeting	Website/Hard Copy	Free
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	Website/Hard Copy	Free

Class 4 – How we make decisions		
Timetable of meetings	Website/Hard Copy	Free
Agendas of meetings (as above)	Website/Hard Copy	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website/Hard Copy	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website/Hard Copy	Free
Responses to consultation papers	Website/Hard Copy	Free
Responses to planning applications	Website/Hard Copy	Free
Bye-laws	Website/Hard Copy	Free
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website/Hard Copy	Free
Policies and procedures for the provision of services and about the employment of staff: • 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	Website/Hard Copy	Free

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website/Hard Copy	Free
Class 6 – Lists and Registers		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website/Hard Copy	Free
Assets register, including details of public land and building assets	Website/Hard Copy	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy	Free
Register of members' interests	Not applicable	Not applicable
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	

Public conveniences	Not applicable	Free
Agency agreements	Not applicable	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy	Free
Additional Information		
Information not itemised in the lists above		

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 6p per sheet (colour)	Actual 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