Freedom of Information Act 2000
Information available from Longstock 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.

Website refers to the Longstock Parish Council Website: www.longstockparishcouncil.co.uk

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees	Website	-
Details of any representation on local public bodies	Website	-
Postal and email address Contact details for Parish Clerk and Council members (Where possible, provide named contacts including contact phone numbers and email addresses)	Website	-
Location of main Council office and accessibility details	Not held	N/A
Staffing structure	Not held	N/A
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	-
Finalised budget	Website	-
Precept	Website	-
Borrowing Approval letter	Not held	N/A
All items of expenditure above £100	Website	-
Financial Standing Orders and Regulations	Website	-
Grants received	Website	-
Grants given	Not held	N/A
List of current contracts awarded and value of contract	Hard Copy	£1.00
Members' allowances	Not held	N/A
Members' expenses	Website	-

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website	-
Parish Plan	Not held	-
Annual Report to Parish or Community Meeting	Website	-
Quality status	Not held	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Not held	N/A
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	Hard copy	£1.00
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	-
Agendas of meetings (as above)	Website	-
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	-
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website & Hardcopy	-
Responses to consultation papers	Not held	N/A
Responses to planning applications	Website	-
Bye-laws	Not held	-
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business:		
• Procedural standing orders	Website	-
• Committee and sub-committee terms of reference	Website	-
• Delegated authority in respect of officers	Not held	-
• Code of Conduct	Website	-
• Policy statements	Website	-
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	Not held	-
• Equality and diversity policy	Not held	-
• Health and safety policy	Not held	-
• Recruitment policies and details of current vacancies	Not held	-

• Policies and procedures for handling requests for information	Website	-
• Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	-
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	-
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website) (some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Not held	-
Assets register, including details of public land and building assets	Hard Copy	£2.00
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	-
Register of members' interests	Website	-
Register of gifts and hospitality	Not held	-
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	(hard copy or website) (some information may only be available by inspection)	
Allotments	Inspection	-
Burial grounds and closed churchyards	Inspection	-
Community centres and village halls	Inspection	-
Parks, playing fields and recreational facilities	Inspection	-
Seating, litter bins, clocks, memorials and lighting	Inspection	-
Bus shelters	Inspection	-
Markets	Not held	N/A
Public conveniences	Not held	N/A
Agency agreements	Not held	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website	-

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/printing	Cost of printing and paper
	Postage	Actual cost of Royal Mail standard 2nd class