

# Information available from Garsdale 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.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts) Current information only</p>		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	website	Free
Postal and email address Contact details for Parish Clerk and Council members <i>Where possible, provide named contacts including contact phone numbers and email addresses</i>	website	Free
Location of main Council office and accessibility details	website	Free
Staffing structure	website	Free
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	On Request	

Precept	Website, in minutes	Free
Borrowing Approval letter	None held	
All items of expenditure above £100	Website / minutes	
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website / minutes	Free
List of current contracts awarded and value of contract	Website where applicable	
Members' allowances and expenses	Website / minutes	Free
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Website	
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	On website where applicable	
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	website	Free

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	website	Free
Responses to consultation papers	website	Free
Responses to planning applications	website	Free
Bye-laws	Not Held	
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	On website if applicable	Free
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	On website if applicable	Free
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	On website	Free

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.	None held	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	None held	
Assets register, including details of public land and building assets	On website if applicable	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Available from Clerk on request	
Register of members' interests	Website/WFC website	Free
Register of gifts and hospitality	Website	Free
<b>Class 7 – The services we offer</b>  (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	None provided	
Burial grounds and closed churchyards	None provided	
Community centres and village halls	On website	
Parks, playing fields and recreational facilities	None provided	
Seating, litter bins, clocks, memorials and lighting	None provided	
Bus shelters	None provided	
Markets	None provided	
Public conveniences	None provided	
Agency agreements	None provided	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	None provided	
<b>Additional Information</b>  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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 25p per sheet (black & white)	Actual cost *
	Photocopying @ 40p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class + cost of envelope
<b>Statutory Fee</b>	£450 if applicable	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred

Adopted by Garsdale Parish Council on 12<sup>th</sup> March 2025

Review: as required