

GRAMPOUND with CREED PARISH COUNCIL

FREEDOM OF INFORMATION SCHEME

TITLE	DESCRIPTION	WHAT YOU MAY SEE	CONTACT	FORMAT/LINK
1. ORGANISATIONAL INFORMATION	Organisational information, structures, locations and contacts.	Who's who on the Council and its Committees.	Parish Clerk – Mrs Gillian Thompson 01726-882145 (7-9pm) clerk@grampound.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.grampound.org.uk
		Contact details for the Parish Clerk and Council members.	As above	As above
		Location of main council office and accessibility details.		
		Staffing structure.	As above	
2. FINANCIAL INFORMATION	Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.	Annual return form and report by Auditor.	Parish Clerk – Mrs Gillian Thompson 01726-882145 (7-9pm) clerk@grampound.org.uk	Hard copy (charge will be made for photocopying) Personal inspection
		Finalised budget.	As above	As above
		Precept.	As above	As above
		Borrowing approval letter.		
		Financial Standing Orders and Regulations – contained in the Council's Standing Orders.	As above	As above www.grampound.org.uk
		Grants given and received. NOTE – recorded in the Minutes.	As above	As above

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		List of current contracts awarded and value of contract. NOTE – recorded in the Minutes.	As above	As above
		Members' allowances and expenses. NOTE – recorded in the Minutes.	As above	As above
3. PRIORITIES	Strategies and plans, performance indicators, audits, inspections and reviews.	Parish Plan.	Parish Clerk – Mrs Gillian Thompson 01726-882145 (7-9pm) clerk@grampound.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.grampound.org.uk
		Annual report to Parish Meeting.	As above	As above
		Quality status.	As above	Hard copy (charge will be made for photocopying) Personal inspection
		Local charters drawn up in accordance with DCLG guidelines.		
4. DECISION MAKING	Decision making processes and records of decisions.	Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings).	Parish Clerk – Mrs Gillian Thompson 01726-882145 (7-9pm) clerk@grampound.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.grampound.org.uk
		Agendas of meetings (as above).	As above	As above
		Minutes of meetings (as above). NB this will exclude information that is properly regarded as private to the meeting.	As above	As above

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		Reports presented to Council Meetings. NB this will exclude information that is properly regarded as private to the meeting.	As above	Hard copy (charge will be made for photocopying) Personal inspection
		Responses to consultation papers.	As above	As above
		Responses to planning applications.	As above	As above www.grampound.org.uk
		Bye-laws.		
5. POLICIES AND PROCEDURES	Policies and procedures for the conduct of council business.	Procedural Standing Orders.	Parish Clerk – Mrs Gillian Thompson 01726-882145 (7-9pm) clerk@grampound.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.grampound.org.uk
		Committee and sub-committee terms of reference.	As above	As above
		Delegated authority in respect of officers.		
		Code of Conduct.	As above	As above.
		Policy Statements. NOTE – recorded in the Minutes.	As above	As above.
	Policies and procedures for the provision of services and about the employment of staff.	Internal policies relating to the delivery of services.		
		Equality and diversity policy.		
		Health and safety policy. Risk assessments	Parish Clerk – Mrs Gillian Thompson 01726-882145 (7-9pm) clerk@grampound.org.uk	Hard copy (charge will be made for photocopying) Personal inspection

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		Recruitment policies (including current vacancies).		
		Policies and procedures for handling requests for information.		
		Complaints procedures (including those covering requests for information and operating the publication scheme).	As above	As above www.grampound.org.uk
		Information security policy.		
		Records management policies (records retention, destruction and archive).	As above	As above
		Data protection policies.		
		Schedule of charges for the publication of information.	As above	As above
6. LISTS AND REGISTERS	Currently maintained lists and registers.	Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).	Parish Clerk – Mrs Gillian Thompson 01726-882145 (7-9pm) clerk@grampound.org.uk	Hard copy (charge will be made for photocopying) Personal inspection
		Assets Register	As above	As above
		Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils).		
		Register of members' interests.	As above	As above

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		Register of gifts and hospitality. NOTE – forms part of the Minutes of Meetings.	As above	As above
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7. SERVICES	Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.	Allotments.		
		Burial grounds and closed churchyards.		
		Community centres and village halls. NOTE – Town Hall only.	Parish Clerk – Mrs Gillian Thompson 01726-882145 (7-9pm) clerk@grampond.org.uk	Hard copy (charge will be made for photocopying) Personal inspection www.grampond.org.uk
		Parks, playing fields and recreational facilities.		
		Seating, litter bins, clocks, memorials and lighting.	As above	Hard copy (charge will be made for photocopying) Personal inspection
		Bus shelters.	As above	As above
		Markets. ¹	As above	As above
		Public conveniences.		
		Agency agreements.	As above	As above
		Summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).		
8. ADDITIONAL INFORMATION				

SUMMARY OF CHARGES – photocopying charges will be limited to the actual cost of providing the copies, and postage will be the actual cost of Royal Mail standard 2nd class.

¹ A monthly Produce Market commenced on last Saturday of February 2009.