# CHILDSWICKHAM PARISH COUNCIL

## Freedom of Information Act Guidance
## Adopted 08/01/26

The Parish Council has adopted the 'Freedom of Information Act 2009 – Parish Council Model Scheme'.

Any person wishing to access information, which has been declared by the Council for publication, should contact the Clerk:

**Clerk:** Mr David Hunter-Miller
**Address:** 35 Benbow Close, Malvern Wells, Worcestershire, WR14 4JJ
**Tel:** 07513 122918
**Email:** clerk@childswickhamparishcouncil.org.uk
**Website:** childswickhamparishcouncil.org.uk

A schedule of charges is available below.

| Information to be published | Information can be obtained | Cost |
|---|---|---|
| **Class1 - Who we are and what we do**<br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | Hard copy/email/website | See cost schedule |
| Who's who on the Council and its Committees | Hard copy/email/website | See cost schedule |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) * | Hard copy/email/website | See cost schedule |
| Location of main Council office and accessibility details | By prior arrangement with the Clerk | |
| Staffing structure | One member of Staff who is the Clerk and Responsible Financial Officer | |
| **Class 2 – What we spend and how we spend it**<br>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)<br>Current and previous financial year as a minimum | Hard copy/email/website or inspection by prior arrangement with the Clerk | See cost schedule |
| Annual return form and report by auditor | Hard copy/email/website or inspection by prior arrangement with the Clerk | See cost schedule |

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| Finalised budget | Hard copy/email/website or inspection by prior arrangement with the Clerk | See cost schedule |
| Precept | Hard copy/email/website or inspection by prior arrangement with the Clerk | See cost schedule |
| Borrowing Approval letter | Hard copy/email/website or inspection by prior arrangement with the Clerk | |
| Standing Orders and Financial Regulations | Hard copy/email/website | See cost schedule |
| Grants given and received | Hard copy/email/website | See cost schedule |
| List of current contracts awarded and value of contract | Hard copy/email/website | See cost schedule |
| **Class 3 – What our priorities are and how we are doing**<br>(Strategies and plans, performance indicators, audits, inspections and reviews) | Parish Council minutes<br>Hard copy/email/website | See cost schedule |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Parish Meeting minutes<br>Hard copy/email/website | See cost schedule |
| ~~Quality status~~ | | |
| **Class 4 – How we make decisions**<br>(Decision making processes and records of decisions)<br>Current and previous council year as a minimum | Parish Council minutes<br>Hard copy/email/website | See cost schedule |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Notice Board<br>Hard copy/email/website | See cost schedule |
| Agendas of meetings (as above) | Notice Board<br>Hard copy/email/website | See cost schedule |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy/email/website | See cost schedule |
| Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. | Parish Council minutes<br>Hard copy/email/website | See cost schedule |
| Responses to consultation papers | Parish Council minutes<br>Hard copy/email/website | See cost schedule |
| Responses to planning applications | Parish Council minutes<br>Planning Authority website | See cost schedule |
| **Class 5 – Our policies and procedures**<br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br>Current information only | Hard copy/email/website | See cost schedule |
| Policies and procedures for the conduct of council business:<br>Procedural standing orders<br>Committee terms of reference | Hard copy/email/website | See cost schedule |

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| Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements | | |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy/email/website or contact the Clerk | See cost schedule |
| Records management policies (records retention, destruction and archive) | Hard copy/email/website<br>Advice from County records | See cost schedule |
| Data protection policies | Hard copy/email/website | See cost schedule |
| Schedule of charges for the publication of information | Hard copy/email/website | |
| **Class 6 – Lists and Registers**<br>Currently maintained lists and registers only | Hard copy/email/website | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy/email/website | |
| Assets Register | Hard copy/email/website | See cost schedule |
| Register of members' interests | Principle/District Authority website (link provided on Parish Council website) | |
| Register of gifts and hospitality | Hard copy/email/website | See cost schedule |
| **Class 7 – The services we offer**<br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br>Current information only | Hard copy/email/website | |
| ~~Allotments~~ | | |
| ~~Burial grounds and closed churchyards~~ | | |
| Parks, playing fields and recreational facilities | Hard copy/email/website | See cost schedule |
| Seating, litter bins, clocks, memorials and lighting | Hard copy/email/website | See cost schedule |
| Community centres and village halls | Hard copy/email/website | See cost schedule |
| Bus shelter | Hard copy/email/website | See cost schedule |
| ~~Markets~~ | | |
| ~~Public conveniences~~ | | |
| ~~Agency agreements~~ | | |

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| ~~A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).~~ | | |
| **Additional Information**<br>This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| n/a | | |

**Schedule of Charges**

| Type of Charge | Description | Basis of Charge |
|---|---|---|
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Costs incurred |
| | Photocopying @ 15p per sheet (colour) | Costs incurred |
| **Postage and Packing** | £2.50 per 100g/letter (larger documents may be more) | Costs incurred |
| **Statutory Fee** | | In accordance with the relevant legislation |
| **Other** | Email/website | Free of charge |

**Note:** Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.

**Exempt Material**

Personal information relating to Councillors (other than required to be declared in Register of Interest)
Personal information relating to employees
Tenders and bids from contractors and suppliers
Note: Data Protection Legislation prohibits the publication of certain categories of information.

**Changes to this policy**

The Parish Council will review this policy annually (in May) or as is necessary and appropriate.