

GEDNEY PARISH COUNCIL**Freedom of Information Publication Scheme****As per Freedom of information Act 2000**

Parish Clerk & Responsible Financial Officer = Mrs J Ripley

Website address = gedney-pc.org.uk

Information available from Gedney Parish Council

| Information to be published | How the information can be obtained | |
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| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | | |
| Who's who on the Council and its Committees | Council Web site/Clerk | |
| Contact details for Parish Clerk and Council members | Council Web site/Clerk | |
| Location of main Council office and accessibility details | Council Web site/Clerk | |
| Staffing structure | Council Web site/Clerk | |
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| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | | |
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| Information to be published | How the information can be obtained | |
| Current and previous financial year | | |
| Annual return form and report by auditor | Council Web site/Clerk | |
| Finalised budget | Council Web site/Clerk | |
| Precept | Council Web site/Clerk | |
| Borrowing Approval letter | Not applicable | |
| Financial Standing Orders and Regulations | Council Web site/Clerk | |
| Grants given and received | Clerk | |
| List of current contracts awarded and value of contract | Clerk | |
| Members' allowances and expenses | Clerk | |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | How the information can be obtained | |
| Information to be published | | |
| Annual Report to Parish or Community Meeting | Published in Parish Meeting minutes Council Web site/Clerk | |
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| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Information to be published | How the information can be obtained | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Council Web site/Clerk | |
| Agendas of meetings (as above) | Council Web site/Clerk | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Council Web site/Clerk | |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Published in Council minutes Council Web site/Clerk | |
| Responses to consultation papers | Clerk | |
| Responses to planning applications | Published in Council Minutes | |
| Bye-laws | Clerk | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Information to be published | How the information can be obtained | |
| Policies and procedures for the conduct of council business | Council Web site/Clerk | |
| Procedural standing orders | Council Web site/Clerk | |
| Committee and sub-committee terms of reference | Council Web site/Clerk | |
| Delegated authority in respect of officers | Council Web site/Clerk | |
| Policy statements | Council Web site/Clerk | |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | | |
| Information to be published | How the information can be obtained | |
| Assets Register | Council web site/Clerk | |
| Register of members' interests | SHDC | |
| Register of gifts and hospitality | Not Applicable | |
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| 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 | | |
| Information to be published | How the information can be obtained | |
| Allotments | Clerk | |
| Burial grounds and closed churchyards | Council Web site/Clerk | |
| Community Centres /Village Halls | Clerk | |
| Parks, Playing Fields and recreational facilities | Clerk | |
| Seating, Litter bins, clocks, memorial, lighting | Clerk | |
| Bus shelters | | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Clerk | |

Exempt Material:

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

Charging Policy:

Information where stated can be downloaded from the Council website free of charge. Information can be inspected, by appointment with the Clerk at a Village hall at a convenient time free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 15p per single sided A4 sheet.

A detailed search of records (for example the Council Minutes) is subject to a charge of £25 per hour (up to the £450 limit) plus the relevant photocopying charges. Any photocopies sent by post will be subject to the actual cost of postage and packaging.

Review of Policy:

This Policy was approved by the Parish Council at its Annual meeting on May 14th 2015 and will be reviewed Annually.

Note 1: Any information which is available on the Parish Council's website is also available in hard copy subject to the charges set out above for printed copies.

Note 2: Under Data Protection Legislation, the Council is required to review regularly 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 contact the Clerk to ensure that the information they require is still available

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