# Information available from Rumburgh Parish Council under the Freedom of Information Act model publication scheme

This 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.

| Information to be published | How the information can be obtained | Cost |
|---|---|---|
| **Class 1 - Who we are and what we do**<br>Current information only | | |
| List of Council members and their responsibilities as well a list of Council Committees<br><br>Details of any representation on local public bodies | Website | NA |
| Email address<br><br>Postal Address<br><br>Contact details for Parish Clerk and Council members | Website<br><br>Hardcopy  on request<br><br>Website | NA<br><br>Printing and postage costs incurred |
| Location of main Council office and accessibility details | Hardcopy  on request | Printing and postage costs incurred |
| Staffing structure | Hardcopy  on request | Printing and postage costs incurred |
| **Class 2 – What we spend and how we spend it** | | |
| Statement of accounts and internal audit report in the format included in the Annual Return form | Website | NA |

| | | |
|---|---|---|
| Finalised budget | Website | NA |
| Precept | Website | NA |
| Borrowing Approval letter | Not held | NA |
| All items of expenditure above £100 | Website | NA |
| Financial Standing Orders and Regulations | Website | NA |
| Grants given and received | Website | NA |
| List of current contracts awarded and value of contract | Website | NA |
| Members' allowances and expenses | Hardcopy on request | Printing and postage costs incurred |

## Class 3 – What our priorities are and how we are doing

| | | |
|---|---|---|
| Annual governance statement in format included in the Annual Return form | Website | NA |
| Parish Plan | Not held | NA |
| Annual Report to Parish or Community Meeting | Website | NA |
| Quality status | Not held | NA |
| Local charters drawn up in accordance with DLUHC's guidelines | Not held | NA |
| 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 | Not held | NA |

## Class 4 – How we make decisions

| | | |
|---|---|---|
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) | Website | NA |
| Agendas of meetings (as above) | Website & Parish Council Notice Boards | NA |
| Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure | Website | NA |
| Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure | Website | NA |
| Responses to consultation papers | Website or Hardcopy on request | Printing and postage costs incurred |
| Responses to planning applications | Website | NA |
| Bye-laws | Not held | NA |

## Class 5 – Our policies and procedures

| | | |
|---|---|---|
| Policies and procedures for the conduct of Council business:<br><br>● Procedural standing orders<br>● Committee and sub-committee terms of reference<br>● Delegated authority in respect of officers<br>● Code of Conduct<br>● Policy statements | Website | NA |

| | | |
|---|---|---|
| Policies and procedures for the provision of services and about the employment of staff:<br><br>● Internal instructions to staff and policies relating to the delivery of services<br>● Equality and diversity policy<br>● Health and safety policy<br>● Recruitment policies and details of 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) | Website | NA |
| Records management, personal data and access to information policies<br><br>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies | Website | NA |
| **Class 6 – Lists and Registers** | | |
| Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice) | On request | Time, Printing and postage costs incurred |
| Assets register, including details of public land and building assets | Website | NA |
| Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice | On request | Time, Printing and postage costs incurred |
| Register of members' interests | Website | NA |

| | | |
|---|---|---|
| Register of gifts and hospitality | On request | Time, Printing and postage costs incurred |
| **Class 7 – The services we offer** | | |
| Allotments | On request | Time,Printing and postage costs incurred |
| Burial grounds and closed churchyards | Not held | NA |
| Community centres and village halls | Not held | NA |
| Parks, playing fields and recreational facilities | Website | NA |
| Seating, litter bins, clocks, memorials and lighting | Website | NA |
| Bus shelters | Website | NA |
| Services for which we are entitled to recover a fee and details of those fees (eg burial fees) | Not held | NA |

## Schedule of charges

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|---|---|---|
| **Disbursement cost** | Printing @ 10p per sheet (black & white) | Actual cost |
| | Printing @ 25p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 1st class |
| | Staff Costs per 30 minutes | Actual cost based on current hourly rate of pay. |