

Information available from  
***Shottisham 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)</p> <p>Current information only</p>	<p><a href="#">Shottisham Parish Council</a></p>	<p>No charge</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p><a href="#">Shottisham Parish Council</a></p> <p>N/A</p>	<p>No charge</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p><a href="#">Shottisham Parish Council</a></p>	<p>No charge</p>
<p>Location of main Council office and accessibility details</p>	<p>N/A</p>	
<p>Staffing structure</p>	<p>N/A</p>	

<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)</p> <p>Current and previous financial year as a minimum</p>	<p><a href="#">Annual Accounts</a></p>	<p>No charge</p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p><a href="#">Annual Accounts</a></p>	<p>No charge</p>
<p>Finalised budget</p>	<p><a href="#">Annual Accounts</a></p>	<p>No charge</p>
<p>Precept</p>	<p><a href="#">Annual Accounts</a></p>	<p>No charge</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	<p></p>
<p>All items of expenditure above £100</p>	<p><a href="#">Annual Accounts</a></p>	<p>No charge</p>
<p>Financial Standing Orders and Regulations</p>	<p></p>	<p></p>
<p>Grants given and received</p>	<p><a href="#">Annual Accounts</a></p>	<p>No charge</p>
<p>List of current contracts awarded and value of contract</p>	<p><a href="#">Annual Accounts</a></p>	<p>No charge</p>
<p>Members' allowances and expenses</p>	<p><a href="#">Annual Accounts</a></p>	<p>No charge</p>
<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>	<p><a href="#">Council Documents</a></p>	<p>No charge</p>
<p>Annual governance statement in format included in the Annual Return form</p>	<p><a href="#">Annual Accounts</a></p>	<p>No charge</p>
<p>Parish Plan</p>	<p></p>	<p></p>

Annual Report to Parish or Community Meeting	<a href="#">Meetings</a>	No charge
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
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	<a href="#">Council Documents</a>	No charge
<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>	<a href="#">Meetings</a>	No charge
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	<a href="#">Meetings</a>	No charge
Agendas of meetings (as above)	<a href="#">Meetings</a>	No charge
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	<a href="#">Meetings</a>	No charge
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	<a href="#">Meetings</a>	No charge
Responses to consultation papers	Not held	
Responses to planning applications	Not held	
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p><a href="#">Council Documents</a></p>	<p>No charge</p>
<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>	<p><a href="#">Council Documents</a></p>	<p>No charge</p>
<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>	<p><a href="#">Council Documents</a></p>	<p>No charge</p>
<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>	<p><a href="#">Council Documents</a></p>	<p>No charge</p>

<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	<a href="#">Council Documents</a>	No charge
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	N/A	
Register of members' interests		
Register of gifts and hospitality	N/A	
<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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	None held	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	

<b>Additional Information</b> Information not itemised in the lists above	None held	

## 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 @ ..p per sheet (black & white)	No charge
	Photocopying @ ..p per sheet (colour)	No charge
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		