

Information available from Munslow Parish Council under the Freedom of Information Act model publication scheme May 2023

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.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do	(hard copy or website)	
List of Council members and their responsibilities as well a list of Council Committees	Website	free
Details of any representation on local public bodies	Website	
Postal and email address	Website	free
Contact details for Parish Clerk and Council members	Website	
Where possible, provide named contacts including contact phone numbers and email addresses	Website	
Location of main Council office and accessibility details	Website	free
Class 2 – What we spend and how we spend it	(hard copy or website)	

Financial information about projected and actual income and expenditure, procurement, contracts and financial audit	Hard copy or website	At cost
Current and previous financial year as a minimum	Hard copy or website	At cost
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy or website	At cost
Finalised budget	Hard copy or website	At cost
Precept	Hard copy or website	Free
All items of expenditure above £100	Hard copy or website	Free
Financial Standing Orders and Regulations	Hard copy or website	At cost
Grants given and received	Hard copy	At cost
List of current contracts awarded and value of contract	Hard copy	At cost
Members' allowances and expenses	Hard copy	At cost
Class 3 – What our priorities are and how we are doing	(hard copy or website)	
Strategies and plans, performance indicators, audits, inspections and reviews	Website	free
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website or hard copy	At cost
Parish Plan	Website or hard copy	At cost
Annual Report to Parish Meeting	hard copy	At cost
Data Protection policy	Website or hard copy	At cost

Class 4 – How we make decisions	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	free
Agendas and minutes of meetings	Website or hard copy	At cost
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy	At cost
Responses to consultation papers	Hard copy	At cost
Responses to planning applications	Hard copy	At cost
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website or hard copy	At cost
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for 	Website and hard copy	At cost

information and operating the publication scheme)		
Records management, personal data and access to information policies Include information records retention, destruction and archive policies, and data protection policies	Website and hard copy	At cost
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Assets register, including details of public land and building assets	Website and hard copy	At cost
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	At cost
Register of members' interests	Hard copy and website	At cost
Register of gifts and hospitality	Hard copy	At cost
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	(hard copy or website; some information may only be available by inspection)	
Community centres and village halls	Hard copy	At cost
Bus shelters	Hard copy	At cost

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred