

FINMERE PARISH COUNCIL

FREEDOM OF INFORMATION

LIST OF INFORMATION HELD BY FINMERE PC

(All information can be viewed upon request; certain information is posted on the PC website; other information is posted on village notice boards at the prescribed time)

Type of Information	Availability
Class 1 – Who we are and what we do	
Who's who on the Council	All notice boards/website
Contact details	All notice boards/website
Clerk's address	All notice boards/website
Location of meetings	All notice boards/website
Class 2 – What we spend and how we spend it	
Current/previous financial year monthly reports	On website (minutes)
Annual return form and report by auditor	On website
Finalised budget	Website (minutes)
Precept	Website (minutes)
Grants given and received	Website (minutes)
Class 3 – What our priorities are and how we are doing	
Annual report to Parish Meeting	Website (minutes)
Class 4 – How we make decisions	
Current and previous council year	Website (minutes)
Timetable of meetings	Website (minutes)
Agendas of meetings	All notice boards/website
Minutes of meetings	All notice boards/website
Reports presented to council meetings	Website (minutes)
Responses to consultation papers	Website (minutes)
Responses to planning applications	Website (minutes)

Bye-laws Website (minutes)

Class 5 – Our policies and procedures

A – Policies and procedures for the conduct of council business

Code of Conduct Website

B – Policies and procedures for the provision of services and the employment of staff

Policies/procedures for handling info requests All notice boards/website

Schedule of charges for publication of info Village hall notice board/website

Class 6 – Lists and registers

Assets register Website

Disclosure log Held by Clerk

Register of interests Website

Register of gifts and hospitality Held by Clerk

Class 7 – The services we offer

Community centres and village halls Website

Parks, playing fields and recreational facilities Website

Seating, litter bins, memorials and lighting Website

Summary of services for which the council is

entitled to recover a fee, for fees see below Website

Additional information Website

SCHEDULE OF CHARGES

<u>TYPE OF CHARGE</u>	<u>DESCRIPTION</u>	<u>BASIS OF CHARGE</u>
Disbursement cost	Photocopying @ 15p	
	per single sheet (b and w)	Actual cost
	Photocopying @ 25p	
	Per double sided sheet	Actual cost
	Postage – dependent on size	Actual cost (2 nd class)