



TROSTON PARISH COUNCIL

**INFORMATION AVAILABLE
FROM TROSTON PARISH
COUNCIL UNDER THE
FREEDOM OF INFORMATION
ACT**

<u>INFORMATION TO BE PUBLISHED</u>	<u>HOW THE INFORMATION CAN BE OBTAINED</u>	<u>COST</u>
Class 1 – Who we are and what we do (organisational information, structures, locations & contacts)		
Who's who on the Council	Website	Free
Who is involved in which committees	No committees set up	
Telephone numbers for Parish Clerk and Council Members	Website	Free
Emails for Parish Clerk and Council Members	Website	Free
Location of main Council office and accessibility details	Website	Free
Class 2 – What we spend and how we spend it		
Current and previous financial year	Website	Free
Annual return form & report by auditor	Website	Free
Precept	Website	Free
Financial Standing Orders & Regulations	Website	Free
Grants given & received	From the Clerk	See schedule of charges
List of current contracts awarded and value of contract	From the Clerk	See schedule of charges
Members' allowances & expenses	From the Clerk	See schedule of charges

Class 3 – What our priorities are and how we are doing		
Lease for new playground from Greene King	Website	Free
Improvements to Heath Wood	Website and Clerk	Free
Class 4 – How we make decisions		
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting.	Website or from the Clerk	See schedule of charges
Timetable of meetings	Website	Free
Agendas of meeting	Notice boards & Website	Free
Reports presented to Council meetings – this will exclude information that is properly regarded as private to the meeting	Website & from the Clerk	See schedule of charges
Responses to consultation papers	Website & from the Clerk	Free
Responses to planning applications	Website & minutes	Free
Class 5 – Our Policies & Procedures		
Policies & procedures for the conduct of Council business: Procedural Standing Orders Committee & sub-committee terms of reference (No committees at present time) Delegated authority in respect of officers Code of conduct & Policy Statements	Website & from the Clerk	See schedule of charges

Policies & Procedures for the provision of services & about the employment of staff: Internal policies relating to the delivery of services Policies & Procedures for handling requests for information	From the Clerk	See schedule of charges
Complaints Procedures (including those covering requests for information & operating the publication scheme)	From the Clerk	See schedule of charges
Information security policy	Website	Free
Records management policies (records retention, destruction & archive)	From the Clerk	
Data Protection Policies	Website	Free
Schedule of charges (for the publication of information)	At the end of this document	
Class 6 – Lists & Registers		
Any publicly available register or list	From the appropriate department	Refer to their schedule of charges
Assets Register	From the Clerk	Free
Disclosure Log (indicating the information that has been provided in response to requests)	From the Clerk	See schedule of charges
Register of gifts & hospitality	From the Clerk	See schedule of charges
Class 7 – The services we offer		
Parks, playing fields & recreational facilities	From the Clerk	See schedule of charges
Seating, litter bins, dog bins, clocks, memorials & lighting	From the Clerk	See schedule

		of charges
Bus Shelters	From the Clerk	See schedule of charges
<u>SCHEDULE OF CHARGES</u>		
The lower limit for charging is £5 per occasion		
TYPE OF CHARGE	<u>DESCRIPTION</u>	<u>BASIS OF CHARGE</u>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
* Actual cost incurred by the public authority		
If staff costs are incurred in compiling the information these will be calculated at £25 per hour. If the cost exceeds £450 the Council will not have to comply with the request.		