

Freedom of Information Act

Information available from Abbots Morton Parish Council under the model publication scheme

Contact: Mr David Hunter-Miller, Clerk to the Parish Council

35 Benbow Close, Malvern Wells, Worcestershire, WR14 4JJ

Tel: 07513 122918 Email: abbotsmortonpc@gmail.com Website: <http://abbotsmorton.info>

<u>Information to be published</u>	<u>Information can be obtained.</u>	<u>Cost</u>
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Hard copy/Email/Website. Displayed on Notice Board situated on the Village Green, Abbots Morton.</p>	<p>See cost schedule below.</p>
Who's who on the Council and its Committees	As above.	See cost schedule.
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) *	As above.	See cost schedule.
Location of main Council office and accessibility details	By prior appointment with the Clerk.	
Staffing structure	One member of Staff who is the Clerk and Responsible Finance Officer.	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	<p>All can be inspected by prior arrangement with the Clerk. Hard copy/Email/Website. Some notices displayed on Notice Boards.</p>	<p>See cost schedule.</p>
Annual return form and report by auditor	As above	See cost schedule.
Finalised budget	As above	See cost schedule
Precept	Hard copy only	See cost schedule

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Borrowing Approval letter	As above	
Standing Orders and Financial Regulations	Hard copy/Email/Website	See cost schedule.
Grants given and received	Hard copy.	See cost schedule.
List of current contracts awarded and value of contract		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy only.	See cost schedule.
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy/Website/Email.	See cost schedule.
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Council minutes. Hard copy/Email/ Website	See cost schedule.
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Notice Board Hard copy. Email/Website	See cost schedule.
Agendas of meetings (as above)	As above	See cost schedule.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	See cost schedule
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard copy/Email/Website	See cost schedule.
Responses to consultation papers	Hard copy/Email/Website	See cost schedule.
Responses to planning applications	Relevant minutes. Wychavon District Council Planning website.	See cost schedule.

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Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Council minutes.	See cost schedule.
Policies and procedures for the conduct of council business: Procedural standing orders Committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy/Email/Website See Standing Orders. Hard copy/Email/Website Hard copy	See cost schedule.
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Advertisement. Contact the Clerk. Hard copy/Email/Website	See cost schedule.
Records management policies (records retention, destruction and archive)	Hard copy – advice from County records.	See cost schedule.
Data protection policies	In progress.	
Schedule of charges for the publication of information)	See cost schedule below.	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	If applicable in hard copy format	
Assets Register	Hard copy/Email/Website	See cost schedule.

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Register of members' interests	Wychavon District Council.	
Register of gifts and hospitality	If applicable hard copy.	See cost schedule.
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		
Allotments		
Burial grounds and closed churchyards		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Community centres and village halls		
Bus shelter		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Village Green.	Contact the Clerk.	

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost

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Parish Plan	£5 plus postage & packing to non-parishioners.	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation.
Other	Email/Website	FOC

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.

This Policy was approved by Abbots Morton Parish Council at its meeting on 11th November 2009 and will be reviewed every four years. Document reviewed at the Annual Parish Council Meeting, May 16th 2013.

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.