

Information available from Forден with Leighton & Trelystan Community 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.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</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>	Website	FREE
<p>Postal and email address</p> <p>Contact details for Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	Website	FREE

Location of main Council office and accessibility details	Website	FREE
Staffing structure	Website	FREE
<p>Class 2 – What we spend and how we spend it</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>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	FREE
Finalised budget	HARD COPY	SEE BELOW
Precept	HARD COPY	SEE BELOW
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website	FREE
Financial Standing Orders and Regulations	HARD COPY	SEE BELOW
Grants given and received	Website	FREE
List of current contracts awarded and value of contract	N/A	
Members’ allowances and expenses	Website	FREE
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>		

Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	FREE
Parish Plan	N/A	
Annual Report to Community Meeting	Website	FREE
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	N/A	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings)	Website	FREE
Agendas of meetings (as above)	Website	FREE
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	FREE
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	FREE

Responses to consultation papers	Website	FREE
Responses to planning applications	Website	FREE
Bye-laws	Website	FREE
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <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 	HARD COPY	SEE BELOW
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	HARD COPY	SEE BELOW
Records management, personal data and access to information policies	HARD COPY	SEE BELOW

Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers 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)	HARD COPY	SEE BELOW
Assets register, including details of public land and building assets	HARD COPY	SEE BELOW
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website	FREE
Register of members’ interests	Website	FREE
Register of gifts and hospitality	Website	FREE
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)	
Allotments	N/A	
Burial ground	HARD COPY	SEE BELOW
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website	FREE
Seating, litter bins, clocks, memorials and lighting	Website	FREE

Bus shelters	Website	FREE
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)	Website	FREE
Additional Information		
Information not itemised in the lists above		

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 @ 30p per sheet (black & white)	cost
	Photocopying @ 60p per sheet (colour)	cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		