

# Culmington Parish Council

## Freedom of Information Publication Scheme

Review Date: 2/1/24

Next Review Date: January 2027 or sooner if legislation changes

The table below details information that Culmington Parish Council can provide in order to meet its commitments under the model publication scheme.

Before a request is made for information, it may be helpful to see if the information required is already available on the Culmington Parish Council website. For instance, Parish Council decisions, spend and planning responses can be found in the council's minutes.

Please note that Culmington Parish Council's information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

### Information available from Culmington Parish Council under the Freedom of Information Act Publication Scheme

This 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
<b>Class 1 - Who we are and what we do</b>  (Organisational information, structures, locations and contacts)  Current information only	(hard copy or website)	No cost
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	(hard copy or website)	No Cost
Postal and email address  Contact details for Parish Clerk and Council members	(hard copy or website)	No Cost

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Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	(hard copy or website)	No Cost
Staffing structure	(hard copy)	No Cost
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy)	No Cost
Statement of accounts and internal audit report in the format included in the Annual Return form	(hard copy or website)	No Cost
Finalised budget	(hard copy or website)	No Cost
Precept	(hard copy or website)	No Cost
Borrowing Approval letter		Not held
All items of expenditure above £100	(hard copy or website)	No Cost
Financial Regulations and Standing Orders	(hard copy or website)	No Cost
Grants given and received	(hard copy)	No Cost
List of current contracts awarded and value of contract	(hard copy)	No Cost
Members' allowances and expenses	(hard copy)	No Cost
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum		No Held
Annual governance statement in format included in the Annual Return form	(hard copy or website)	No Cost

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Parish Plan	(hard copy or website)	No Cost
Annual Report to Parish or Community Meeting	(hard copy or website)	No Cost
Quality status		Not Held
Local charters drawn up in accordance with DLUHC's guidelines		Not Held
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		Not Held
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		Not Held
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(hard copy or website)	No Cost
Agendas of meetings (as above)	(hard copy or website)	No Cost
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	(hard copy or website)	No Cost
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	(hard copy)	No Cost
Responses to consultation papers		Not Held
Responses to planning applications		Not held
Bye-laws		Not held
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p>	(hard copy or website)	No Cost

## Culmington Parish Council

Current information only		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	(hard copy or website)	No Cost
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	(hard copy or website)	No Cost
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	(hard copy or website)	No Cost
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>		Not Held
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Electoral Register Available from Shropshire Council</p>	
<p>Assets register, including details of public land and building assets</p>	(hard copy or website)	No cost

## Culmington Parish Council

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	(hard copy or website)	No cost
Register of members' interests	(hard copy or website)	No Cost
Register of gifts and hospitality	(hard copy or website)	No cost
<b>Class 7 – The services we offer</b>  (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)	No Cost
Allotments		Not held
Burial grounds and closed churchyards		Not Held
Community centres and village halls	Hard copy	No cost
Parks, playing fields and recreational facilities		Not Held
Seating, litter bins, clocks, memorials and lighting		Not held
Bus shelters	Hard copy	No Cost
Markets		Not Held
Public conveniences		Not Held
Agency agreements		Not Held
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)		Not Held
<b>Additional Information</b>  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
<b>Disbursement cost</b>	Photocopying @ 0p per sheet (black & white)	Actual cost *
	Photocopying @ 0p per sheet (colour)	Actual cost

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	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred