

Newborough Parish Council
Freedom of Information Act - Publication Scheme
Guide to Information 25/5/2011 Latest review 6/2/17

Information to be Published	How the information can be obtained			Cost
	Internet	Notice Board	From the Clerk	Hard copy only
Class 1 – Who we are and what we do				
Who's who on the Council	√	√		
Contact details for Parish Clerk	√	√		
Contact details for Council Members			√	See *
Location of Council premises	√	√	√	See *
Accessibility details for main Council premises			√	See *
Staffing structure			√	See *
Class 2 – What we spend and how we spend it				
Audit Commission annual return form		√ for 1 month	√	See *
Audit Commission report			√	See *
Financial information – current and previous year	√		√	See *
Precept (and supporting budget)			√	See *
Financial Regulations			√	See *
Grants given and received			√	See *
Current contracts awarded and their value			√	See *
Items of Expenditure over £500	√		√	See *
Business risk assessment			√	See *
Class 3 – What are our priorities and how we are doing				
Community Led Plan			√	See *
Annual Report (Newsletter)	√		√	See *
Quality Status *n/a at this point in time				
Class 4 – How we make decisions				
Timetable of Council Meetings	√	√	√	See *
Agendas of Council Meetings	√	√	√	See *
Minutes of Meetings (excludes information regarded as private)	√		√	See *
Responses to Planning Applications			√	See *
Bye - laws			√	See *
Class 5 – Our policies and procedures				
Policies and procedures for the conduct of Council business			√	See *
Delegated authority in respect of officers	√		√	See *
Code of conduct			√	See *
Health and safety policy			√	See *
Policy / procedures for requests of information			√	See *
Complaints procedure			√	See *
Information security policy			√	See *
Data protection policy			√	See *
Records management policy			√	See *
Schedule of charges for production of information			√	See *
Class 6 – Lists and registers				
Any publicly available register or list			√	See *
Assets register	√		√	See *
Register of members interest			√	See *
Register of gifts and hospitality			√	See *
Class 7 – The services we offer				
Playing fields			√	See *
Other assets			√	See *
Agency agreements			√	See *
* Schedule of charges				
Photocopying	17p per page			
Postage	At current 2 nd class rate			
Statutory Fee	In accordance with relevant legislation			