

Information available from Idridgehay & Alton and Ashleyhay Parish 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
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only.	(hard copy or website)	Online: Free Hard Copy: 10p pp
List of Council members and their responsibilities as well a list of Council Committees. Details of any representation on local public bodies	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/councillors/ Hard copies are available upon request.	Online: Free Hard Copy: 10p pp
Postal and email address Contact details for Parish Clerk and Council members	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/councillors/	Online: Free Hard Copy: 10p pp

Where possible, provide named contacts including contact phone numbers and email addresses	https://iaa-pc.org.uk/contact-us/ Hard Copy: Available upon request.	
Location of main Council office and accessibility details	Not applicable: The Council has no office. The Clerk works from home, and Council meetings are held at private venues within the Parish.	N/A
Staffing structure	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/staffing Hard Copy: Available upon request.	Online: Free Hard Copy: 10p pp
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum.	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/financial-documents/ Hard Copy: Available upon request.	Online: Free Hard Copy: 10p pp
Statement of accounts and internal audit report in the format included in the Annual Return form	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/financial-documents/ Hard Copy: Available upon request.	Online: Free Hard Copy: 10p pp
Finalised budget	Online: These details are currently available on the Parish Council website:	Online: Free Hard Copy: 10p pp

	https://iaa-pc.org.uk/financial-documents/ Hard Copy: Available upon request.	
Precept	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/financial-documents/ Hard Copy: Available upon request.	Online: Free Hard Copy: 10p pp
Borrowing Approval letter	Not Held	
All items of expenditure above £100	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/financial-documents/ Hard Copy: Available upon request.	Online: Free Hard Copy: 10p pp
Financial Standing Orders and Regulations	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/policies/ Hard Copy: Available upon request.	Online: Free Hard Copy: 10p pp
Grants given and received	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/financial-documents/ Hard Copy: Available upon request.	Online: Free Hard Copy: 10p pp
List of current contracts awarded and value of contract	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/financial-documents/ Hard Copy: Available upon request.	Online: Free Hard Copy: 10p pp

Members' allowances and expenses	Not Held	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	Online: Free Hard Copy: 10p pp
Annual governance statement in format included in the Annual Return form	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/financial-documents/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
Parish Plan	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/neighbourhood-plan/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
Annual Report to Parish or Community Meeting	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/agendas-and-minutes/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
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	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/policies/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	Online: Free Hard Copy: 10p pp
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/agendas-and-minutes/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
Agendas of meetings (as above)	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/agendas-and-minutes/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/agendas-and-minutes/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/agendas-and-minutes/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
Responses to consultation papers	Not Held	Online: Free Hard Copy: 10p pp
Responses to planning applications	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/planning-application-responses/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
Bye-laws	Not Held	Online: Free Hard Copy: 10p pp
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	Online: Free Hard Copy: 10p pp
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms 	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/policies/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp

<p>of reference</p> <ul style="list-style-type: none"> • Delegated authority in respect of officers • Code of Conduct • Policy statements 		
<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) 	<p>Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/policies/</p> <p>Hard Copies: Available upon request.</p>	<p>Online: Free Hard Copy: 10p pp</p>
<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>	<p>Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/policies/</p> <p>Hard Copies: Available upon request.</p>	<p>Online: Free Hard Copy: 10p pp</p>

Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	Online: Free Hard Copy: 10p pp
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard Copies: Available upon request.	Hard Copy: 10p pp
Assets register, including details of public land and building assets	Hard Copies: Available upon request.	Hard Copy: 10p pp
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	https://iaa-pc.org.uk/freedom-of-information/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
Register of members' interests	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/councillors/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp
Register of gifts and hospitality	Online: These details are currently available on the Parish Council website: https://iaa-pc.org.uk/councillors/ Hard Copies: Available upon request.	Online: Free Hard Copy: 10p pp

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)	Online: Free Hard Copy: 10p pp
Allotments	Not Held	
Burial grounds and closed churchyards	Not Held	
Community centres and village halls	Not Held	
Parks, playing fields and recreational facilities	Hard Copies: Available upon request.	Hard Copy: 10p pp
Seating, litter bins, clocks, memorials and lighting	Not Held	
Bus shelters	Not Held	
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)	Hard Copies: Available upon request.	Hard Copy: 10p pp

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 *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred