



FREEDOM OF INFORMATION ACT 2009

Adopted: 12 January 2009

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Information available from PINEWOOD PARISH COUNCIL under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard Copy (Contact Clerk)	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy (Contact Clerk)	Free 10p per sheet
Location of main Council office and accessibility details	Contact the Clerk 01473 403745 or by email pinewoodpc@ntlworld.com	
Staffing structure		

<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard Copy (Contact Clerk)	10p per sheet
Finalised budget	Hard Copy (Contact Clerk)	10p per sheet
Precept	Hard Copy (Contact Clerk)	10p per sheet
Borrowing Approval letter	Hard Copy (Contact Clerk)	10p per sheet
Financial Standing Orders and Regulations	Hard Copy (Contact Clerk)	10p per sheet
Grants given and received	Hard Copy (Contact Clerk)	10p per sheet
List of current contracts awarded and value of contract	Hard Copy (Contact Clerk)	10p per sheet
Members' allowances and expenses	Hard Copy (Contact Clerk)	10p per sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy (Contact Clerk)	10p per sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website / Notice Boards Hard Copy (Contact Clerk)</p>	<p>Free 10p per sheet</p>
<p>Agendas of meetings (as above)</p>	<p>Website / Notice Boards Hard Copy (Contact Clerk)</p>	<p>Free 10p per sheet</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard Copy (Contact Clerk)</p>	<p>Free 10p per sheet</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy (Contact Clerk)</p>	<p>10p per sheet</p>
<p>Responses to consultation papers</p>	<p>Hard Copy (Contact Clerk)</p>	<p>10p per sheet</p>
<p>Responses to planning applications</p>	<p>Hard Copy (Contact Clerk)</p>	<p>10p per sheet</p>
<p>Bye-laws</p>	<p>Hard Copy (Contact Clerk)</p>	<p>10p per sheet</p>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Current information only</p>		10p per sheet
<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 (Contact Clerk)	10p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p>	Hard Copy (Contact Clerk)	10p per sheet
<p>Internal policies relating to the delivery of services</p> <ul style="list-style-type: none"> 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) 	Hard Copy (Contact Clerk)	10p per sheet
<p>Information security policy</p>	Hard Copy (Contact Clerk)	10p per sheet
<p>Records management policies (records retention, destruction and archive)</p>	Hard Copy (Contact Clerk)	10p per sheet
<p>Data protection policies</p>	Hard Copy (Contact Clerk)	10p per sheet
<p>Schedule of charges (for the publication of information)</p>	Website Hard Copy	Free 10p per sheet

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>By Inspection (Contact Clerk)</p>	
<p>Assets Register</p>	<p>Hard Copy</p>	<p>10p per sheet</p>
<p>Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)</p>	<p>Not applicable</p>	
<p>Register of members' interests</p>	<p>Hard Copy</p>	<p>10p per sheet</p>
<p>Register of gifts and hospitality</p>	<p>Not applicable</p>	
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
<p>Current information only</p>		
<p>Allotments</p>	<p>Not applicable</p>	
<p>Burial grounds and closed churchyards</p>	<p>Not applicable</p>	
<p>Community centres and village halls</p>	<p>Website/Hard copy</p>	<p>Free</p>
<p>Parks, playing fields and recreational facilities</p>	<p>Not applicable</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Not applicable</p>	
<p>Bus shelters</p>	<p>Not applicable</p>	
<p>Markets</p>	<p>Not applicable</p>	
<p>Public conveniences</p>	<p>Not applicable</p>	
<p>Agency agreements</p>	<p>Not applicable</p>	
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Not applicable</p>	

Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details:

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 Tel: 01473 403745 Email: pinewoodpc@ntlworld.com
 Website: www.pinewood.suffolk.gov.uk

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 of printing and paper
	Postage – Cost of 2 nd class Stamp	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	N/A
Other	N/A	N/A