

Information available from Lodsworth Parish Council under the model publication scheme – Freedom of Information 2019

WEBSITE – www.lodsworth-pc.uk

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) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and website and parish magazine and from Clerk)	Free
Who's who on the Council and its Committees	Website/parish mag/clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/parish mag/clerk	Free
Location of main Council office and accessibility details	Website/parish mag/clerk	Free
Staffing structure	Website/parish mag/clerk	Free
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) Current and previous financial year as a minimum	(hard copy and/or website)	
Annual return form and report by auditor	Website/Clerk	Free
Finalised budget	Website/Clerk	Free

Precept	Website/Clerk	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	Free
Grants given and received	Hard copy – contact Clerk	Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Free
Members' allowances and expenses	Hard copy – contact Clerk	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan	Website/Clerk	Free
Annual Report to Parish or Community Meeting if available	Website	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Clerk	Free
Agendas of meetings (as above)	Website / Hard copy – contact Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard copy – contact Clerk	Free
Reports presented to council meetings	Hard copy – contact Clerk	Free
Responses to consultation papers	Hard copy – contact Clerk	Free

Responses to planning applications	See SDNP planning portal	Free
Bye-laws	Hard copy – contact Clerk	Free
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)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website/ Hard copy– contact Clerk	Free
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 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)	Website/Hard copy – contact Clerk	Free
Information security policy	Hard copy – contact Clerk	Free
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	Free
Data protection policies	Hard copy – contact Clerk	Free/on

		website
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – contact Clerk	Free
Assets Register	Hard copy – contact Clerk	Free
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)	Hard copy – contact Clerk	Free
Register of members' interests	Hard copy – contact Clerk	Free
Register of gifts and hospitality	Hard copy – contact Clerk	N/A
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	Hard copy – contact Clerk	Free
Burial grounds and closed churchyards	Contact Lodsworth PCC	
Community centres and village halls	Contact Lodsworth Village Hall Management Committee	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	Free
Bus shelters	Hard copy – contact Clerk	Free
Markets	N/A	

Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above*		

*Existing electronic copies of information will be provided free of charge on request to the clerk if they are not readily available on the Parish Council's website.

Contact details: Lodsworth Parish Council Clerk
clerk@lodsworth-pc.uk
Tel: 01798 860788