

# Information available from Skidby 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.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>(hard copy or website)</p> <p>Website</p>	Free
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p> <p>Website (minutes)</p>	Free
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website</p> <p>Website</p>	Free
<p>Location of main Council office and accessibility details</p>	<p>Website</p>	Free
<p>Staffing structure</p>	<p>Website</p>	Free

<b>Class 2 – What we spend and how we spend it</b>	(hard copy or website)	Free
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)	Website	
Current and previous financial year as a minimum	Website	
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website (minutes)	Free
List of current contracts awarded and value of contract	Website (minutes)	Free
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b>	(hard copy or website)	Free
(Strategies and plans, performance indicators, audits, inspections and reviews)	Website	
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	N/A	

Annual Report to Parish or Community Meeting	Website	Free
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	Website	Free
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		
<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>	<p>(hard copy or website)</p> <p>Website</p>	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy on request	Charge per page plus postage if not possible to scan
Responses to consultation papers	Website (minutes)	Free
Responses to planning applications	Website (minutes)	Free

Bye-laws	N/A	
<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p> <p>Website</p>	Free
<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>	Website	Free
<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>	<p>Hard copy</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p> <p>Website</p>	Free
<p>Records management, personal data and access to information policies</p> <p>Include information security policies,</p>	Website (once agreed)	

records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy	By appointment to view burial registers
Assets register, including details of public land and building assets	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	
Register of members' interests	Website	Free
Register of gifts and hospitality	N/A	
<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)	
Allotments	N/A	
Burial grounds and closed churchyards	Website	Free
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets	N/A	

Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website	Free
<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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	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

Approved: 3 March 2026  
Minute Ref: 190/25iii