



# LITTLE HORWOOD PARISH COUNCIL

## Publication Schedule

### Information available from Little Horwood Parish Council under the Freedom of Information Act 2000.

#### 1. Background

Under the Freedom of Information Act 2000, (FOIA) Little Horwood Parish Council has the duty to adopt and maintain a publication scheme, which commits it to produce and publish the method by which specific information will be available, so that it can be easily identified and accessed by members of the public. Exceptions to this are where LHPC does not hold the information, the information is exempt, the information is readily and publicly available already e.g. on a website, the information is archived, out of date or otherwise inaccessible, or it would be impractical to prepare it for routine release.

#### 2. Requesting Information

To request information from this Council please submit your request to the Clerk using the contact information below. Your request will be acknowledged within 5 working days. You will receive a response within 20 working days, either providing the information requested, notifying you of a decision not to provide the information and an explanation, or notifying you that the Council does not hold the information. If you are dissatisfied, you may ask for an internal review or complain to the Information Commissioner's Office, details available on request.

#### 3. Schedule of Charges

Photocopies provided at cost at the time of printing, currently an indicative cost is 6p per sheet. Any postage and packing will be charged at cost. Statutory fees will be charged as applicable in accordance with relevant legislation.

#### 4. Information to be Published.

Information to be Published	How the Information can be Obtained	Cost
<b>Class 1 – Who we are and what we do.</b> Organisational information, structures, locations, contacts Current information only		
Council members and their responsibilities	Website Copies	£0 6p ea.
Contact details for the Parish Clerk/RFO and Council Members	Website Copies	£0 6p ea.

Location of Council Office	Website Copies	£0 6p ea.
Staffing Structure	N/A – See Parish Clerk/RFO	
<b>Class 2 – What we spend and how we spend it.</b> Financial information about projected and actual payments and receipts, procurement, contracts and financial audit. Current and previous financial years.		
Statement of Accounts, internal audit report	Website Copies	£0 6p ea.
Finalised Budget	Website Copies	£0 6p ea.
Precept	Website Copies	£0 6p ea.
Borrowing approval letters	N/A	
All items of expenditure over £100	Website Copies	£0 6p ea.
Financial Regulations and Standing Orders	Website Copies	£0 6p ea.
Grants Given and Received	Copies	6p ea.
List of Current Contracts and their value	Copies	6p ea.
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing.</b> Strategies, plans performance indicators, audits, inspections and reviews Current and previous years		
Annual Governance Report (AGAR) and auditors' report.	Website Copies	£0 6p ea.
Parish Plan	N/A	
Annual Report to the Parish Meeting – see minutes	N/A	
Quality Status	N/A	
Impact assessments	N/A	
<b>Class 4 – How we make decisions.</b> Decision making processes and records of decisions. Current and previous council years		
Timetable of Meetings	Website Parish Magazine Noticeboard (current only) Copies	£0 N/A £0 6p ea.
Agendas of meetings	Website Noticeboard (current only) Copies	£0 £0 6p ea.
Minutes of Meetings (excluding material that is properly considered exempt from disclosure)	Website Copies	£0 6p ea.
Reports presented to Council Meetings	Website Copies	£0 6p ea.
Responses to Consultation Papers	Website Copies	£0 6p ea.
Responses to Planning Applications	BC Planning Portal Copies	£0 6p ea.
Bye Laws	N/A	
<b>Class 5 – Our Policies and Procedures</b> Current written protocols and procedures for delivering our services and responsibilities. Current information only		
Standing Orders, Financial Regulations, Code of Conduct, Policy	Website	£0

Statements	Copies	6p ea.
Policies and procedures for the provision of services and about the employment of staff (unless properly considered exempt).	Copies	6p ea.
Records management, personal data and access to information policies (unless properly considered exempt).	Copies	6p ea.
<b>Class 6 – Lists and Registers</b> Current information only		
Any publicly available register or list	Copies	6p ea.
Asset Register	Website Copies	£0 6p ea.
Register of Members’s Interests	Website	£0
Register of Gifts and hospitality	Copies	6p ea.
<b>Class 7 – The services we offer.</b> Information about the services we offer including leaflets, guidance and newsletters. Current Information plus newsletter archives		
Allotments	Website Copies	£0 6p ea.
Burial grounds, closed churchyards, village halls	N/A	
Recreation Ground	N/A	
Markets, public conveniences, agency agreements,	N/A	
Parish Magazine	N/A	N/A
Seating, litter bins, street lighting, salt bins, bus shelter	Website Copies	£0 6p ea.
Services for which we are entitled to recover a fee	Copies	6p ea.