



Appendix 1 to Redgrave Parish Council Freedom of Information (Policy Publication Scheme)

Information available from Redgrave Parish Council under the ICO Model Publication Scheme

Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts – current information only)

Information	How to obtain	Cost
Who's who on the Council and Committees	Website, Clerk, Village Newsletter	Free
Contact details for Parish Clerk and Council members (including telephone/email where used)	Website, Clerk, Village Newsletter	Free
Location of main office and accessibility details	Website, Clerk, Village Newsletter	Free
Staffing structure	Clerk	Free

Class 2 – What we spend and how we spend it

(Financial information relating to projected and actual income, expenditure, procurement, contracts, and audit – current and previous year as a minimum)

Information	How to obtain	Cost
Annual Governance & Accountability Return (AGAR) and external auditor's report	Website, Clerk	Free
Finalised budget	Website, Clerk	Free
Precept	Website, Clerk	Free
Financial Regulations and Standing Orders	Website, Clerk	Free
Grants given and received	Clerk	Free
List of contracts awarded and value	Clerk	Free
Members' allowances and expenses (if applicable)	Clerk	Free

Class 3 – What our priorities are and how we are doing

Information	How to obtain	Cost
Redgrave Neighbourhood Plan	Website, Clerk	Free
Annual Report to Parish Meeting (current and previous year)	Website, Clerk	Free
Local charters / partnership agreements	Clerk	Free (if held)

Class 4 – How we make decisions

Information	How to obtain	Cost
Timetable of Council and committee meetings	Website, Clerk	Free
Agendas of meetings	Website, Notice Board, Clerk	Free
Minutes of meetings (excluding confidential matters)	Website, Notice Board, Clerk	Free
Reports presented to Council meetings (excluding confidential matters)	Clerk	Free
Responses to consultation papers	Clerk	Free
Responses to planning applications	Clerk	Free
Bye-laws (if any)	Clerk	Free

Class 5 – Our policies and procedures

Information	How to obtain	Cost
Standing Orders, Scheme of Delegation, Terms of Reference, Code of Conduct, Policy Statements	Website, Clerk	Free
Internal service delivery policies	Clerk	Free
Equality & Diversity Policy	Website, Clerk	Free
Health & Safety Policy	Website, Clerk	Free
Recruitment policies and current vacancies	Clerk	Free
Complaints procedures (including FOI requests and Publication Scheme operation)	Website, Clerk	Free
Information Security, Data Protection & Records Management policies	Website, Clerk	Free
Schedule of charges for information	Website, Clerk	Free

Class 6 – Lists and Registers

Information	How to obtain	Cost
Any publicly available register	Clerk	Free
Assets Register	Website, Clerk	Free
Disclosure Log (FOI responses)	Clerk	Free
Register of Members' Interests	Website, Clerk	Free
Register of Gifts & Hospitality	Clerk	Free

Class 7 – The services we offer

Information	How to obtain	Cost
Parks, playing fields and recreational facilities	Clerk	Free
Seats, litter bins, clocks, memorials, street lighting	Clerk	Free
Bus shelters	Clerk	Free
Playground safety inspection reports	Clerk	Free
Risk Assessments	Clerk	Free

Additional Information

Other information not itemised above will be published where appropriate in line with the **Transparency Code for Smaller Authorities (2015)**.

Contact

Clerk to Redgrave Parish Council

Tel: 07739 898523

Email: clerk@redgrave-pc.gov.uk

Website: <http://redgrave.onesuffolk.net/parish-council/>

Schedule of Charges

Type of Charge	Description	Basis of Charge
Photocopying (B&W)	10p per sheet	Actual cost
Photocopying (Colour)	25p per sheet	Actual cost
Postage	At cost (2nd class Royal Mail)	Actual cost
Statutory fees	Charged as per relevant legislation (e.g. FOIA Fees Regulations)	Set by statute