

St Peter the Great County Parish Council
Freedom of Information Act - Publication of Information.

Information to be published	<u>How the information can be obtained</u>	<u>Cost</u>
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Bi-Monthly Magazine 'Newslink' delivered free to every home in St Peter's Parish. On the Parish Web Site	Free
Who's who on the Council and its Committees	As above	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	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	The annual return to be published in the Free Magazine Newslink and on the Web-Site.	Free
Annual return form and report by auditor	By application to the Parish Clerk	Free
<u>Finalised Budget</u>	As Above	Free
Precept	As Above	Free
Financial Standing Orders and Regulations	As Above	Free
Grants given and received	As Above	Free
List of current contracts awarded and value of contract	As Above	Free
Members' allowances and expenses	As Above	Free
Class 3 – What our priorities are and how we are doing(Strategies and plans, performance indicators, audits, inspections and reviews)	As Above if Available	
Parish Plan (current and previous year as a minimum)	No Plan Agreed	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	By application to the Chairman	Free
Quality status	Not QPC	
Local charters drawn up in accordance with DCLG guidelines	By Application to the Clerk	30p
Class 4 – How we make decisions(Decision making processes and records of decisions)	By application to the Parish Clerk	Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	By application to the Parish Clerk. On the web-site. On Parish notice boards	Free
Agendas of meetings	As Above	Free
Minutes of meetings (as above) – excluding exempt item information .	As Above	Free

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Reports presented to council meetings – excluding exempt item information	As Above	Free
Responses to consultation papers	As Above	Free
Responses to planning applications	As Above	Free
Bye-laws	None at Present.	
Class 5 – Our policies and procedures(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	From the Parish Clerk	Free
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	As Above	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)	As Above	Free
Information security policy	As Above	Free
Records management policies (records retention, destruction and archive)	As Above	Free
Data protection policies	As Above	Free
Schedule of charges)for the publication of information)	From the Parish Clerk	Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	From the Parish Clerk	Free
Assets Register	As Above	Free
Register of members’ interests	From Worcester City Council	
Register of gifts and hospitality	As Above	
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	Class 7 not applicable	

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Allotments	No Allotments	
Burial grounds and closed churchyards	No Burial Grounds/Churchyards In the Parish	
Community centres and village halls	None Owned by Parish Council	
Parks, playing fields and recreational facilities	As Above	
Seating, litter bins, clocks, memorials and lighting	Litter Bins Joint with Worcester City Council	
Bus shelters	None Owned	
Markets	None	
Public conveniences	None Owned	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Note: Where more than one copy of any single category of information is required, or where copies of more than one category of information are requested in any one calendar month, charges will be levied as listed below.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Copy Charges	Photocopying @ 20 per copy (black & white)	Actual cost
	Photocopying @ 30p per copy (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Any Other Document	Publications/Newslink etc.	In accordance with the relevant legislation

The Clerk to the Parish Council is:
Robert Owen Jenkins, Careys Brook House, 53 Upton Road, Callow End,
Worcester WR2 4TZ.

01905 830732 or mobile 07931649038 or by e-mail
bj@threecountieassociates.fsbusiness.co.uk Or via the Web Site.

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**Correspondence to the Chairman can be made via the Web Site or to The Chairman
C/o The Clerk at the above address.**