

Information available from Dunstall Parish Council under the Freedom of Information Act model publication scheme.

| Information to be published | How the information can be obtained |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|
| <p>Class 1 - Who we are and what we do</p> <p>Current information only</p> <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>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>Email on request to the Clerk</p> |
| <p>Class 2 – What we spend and how we spend it</p> <p>Current and previous financial year as a minimum</p> <p>Statement of accounts and internal audit report in the format included in the Annual Return form</p> <p>Finalised budget</p> | <p>Website</p> <p>Email on request to the Clerk</p> |

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| <p>Precept</p> <p>All items of expenditure</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>List of current contracts awarded and value of contract</p> | |
| <p>Class 3 – What our priorities are and how we are doing</p> <p>Annual governance statement in format included in the Annual Return form</p> <p>Parish Plan</p> <p>Annual Report to Parish or Community Meeting</p> <p>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> | <p>Website</p> <p>Email on request to the Clerk</p> |
| <p>Class 4 – How we make decisions</p> <p>Timetable of meetings Agendas of meetings</p> <p>Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure</p> <p>Reports presented to council meetings –</p> | <p>Website</p> <p>Email on request to the Clerk</p> |

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| <p>exclude material that is properly considered to be exempt from disclosure</p> <p>Responses to consultation papers</p> <p>Responses to planning applications</p> | |
| <p>Class 5 – Our policies and procedures</p> <p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements <p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) <p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage).</p> | <p>Website</p> <p>Email on request to the Clerk</p> |

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| <p>Class 6 – Lists and Registers</p> <p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p> <p>Assets register, including details of public land and building assets</p> <p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p> <p>Register of members’ interests</p> <p>Register of gifts and hospitality</p> | <p>Website</p> <p>Email on request to the Clerk</p> |
| <p>Class 7 – The services we offer</p> <p>Seating, litter bins, clocks, memorials and lighting</p> <p>Bus shelters</p> <p>Agency agreements</p> | <p>Website</p> <p>Email on request to the Clerk</p> |

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|----------------------------------------------|-----------------|
| Disbursement cost | Photocopying @ .5p per sheet (black & white) | Actual cost |
| | Photocopying @ 5p per sheet (colour) | Actual cost |

| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| <p>Contact Details</p> <p>Robert Pritchard</p> <p>Parish Clerk 48 Hints Road, Hopwas, Tamworth, Staffordshire B78 3AA</p> <p>Phone: 0792168104</p> <p>E-mail: clerk@dunstallparishcouncil.co.uk</p> <p>Website: www.dunstallparishcouncil.co.uk</p> | | |

* the actual cost incurred