

## **Creswell Parish Council**

### **Information available from the parish council under the model publication scheme issued by the Information Commissioner (Freedom of Information)**

All the following information can be obtained from the clerk to the council by:

- viewing documents in person in the presence of the clerk by appointment
- through photocopies sent by post, for which there will be a charge
- by email if they are available in a transmittable format
- through a website when one has been set up

Charges for information are listed at the end of the document

### **Class1 - Who we are and what we do**

(Organisational information, structures, locations and contacts)

<b>Parish Council Members:</b>	Telephone	Email
Ray Sutherland	01785 244739	
Jonathan Price	01785 240903	
Jack Kemp	01785 253930	

Contact details for **Parish Clerk:**

Nikola Evans clerk@creswellparishcouncil.co.uk

### **Location of main Council office and accessibility details:**

For correspondence: Mrs Nikola Evans 45 Thorn Close Rugeley WS15 1TA

For access to documents: By appointment with the Clerk

### **Staffing structure**

Council members  
|  
Parish Clerk

## **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 statements of account

Annual return form and report by auditor

Finalised budget

Precept

Financial Standing Orders and Regulations

Grants given and received

Members' allowances and expenses

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

(Strategies and plans, performance indicators, audits, inspections and reviews)

Annual Report to Parish Meeting (current and previous year)

Quality status (not yet achieved)

Risk Assessment Review

## **Class 4 – How we make decisions**

(Decision making processes and records of decisions)

Current and previous council year (other years available) as follows:

Timetable of meetings (Council and parish meetings)

Agendas of meetings (as above)

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.

Responses to consultation papers

Responses to planning applications

### **Class 5 – Our policies and procedures**

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

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

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)

Information security policy

Records management policies (records retention, destruction and archive)

Data protection policies

Schedule of charges (for the publication of information)

### **Class 6 – Lists and Registers**

Currently maintained lists and registers only

(hard copy or website; some information may only be available by inspection)

Assets Register

Disclosure log (indicating the information that has been provided in response to requests;  
recommended as good practice, but may not be held by parish councils)

Register of members' interests

Register of gifts and hospitality

### **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

(hard copy or website; some information may only be available by inspection)

Seating

Bus shelter

Quarterly newsletter

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

## **SCHEDULE OF CHARGES**

### **BASIS OF CHARGE**

Disbursement cost

Photocopying @ 10p per  
sheet (black & white)

Postage

Actual cost of Royal Mail  
standard 2nd class