

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

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	(hard copy or website)	20p per sheet
<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>	(hard copy or website)	20p per sheet
<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>	Website Noticeboard	
<p>Location of main Council office and accessibility details</p>	Website Noticeboard	
<p>Staffing structure</p>	(hard copy or website)	20p per sheet
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	20p per sheet

Statement of accounts and internal audit report in the format included in the Annual Return form	(hard copy or website)	20p per sheet
Finalised budget	(hard copy or website)	20p per sheet
Precept	(hard copy or website)	20p per sheet
Borrowing Approval letter	(hard copy or website)	20p per sheet
All items of expenditure above £100	(hard copy or website)	20p per sheet
Financial Standing Orders and Regulations	(hard copy or website)	20p per sheet
Grants given and received	(hard copy or website)	20p per sheet
List of current contracts awarded and value of contract	(hard copy or website)	20p per sheet
Members' allowances and expenses	(hard copy or website)	20p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	20p per sheet
Annual governance statement in format included in the Annual Return form	(hard copy or website)	20p per sheet
Parish Plan	(hard copy or website)	20p per sheet
Annual Report to Parish or Community Meeting	(hard copy or website)	20p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	(hard copy or website)	20p per sheet

<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	20p per sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	(hard copy or website)	20p per sheet
Agendas of meetings (as above)	(hard copy or website)	20p per sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	(hard copy or website)	20p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	(hard copy or website)	20p per sheet
Responses to consultation papers	(hard copy or website)	20p per sheet
Responses to planning applications	(hard copy or website)	20p per sheet
Bye-laws	(hard copy or website)	20p per sheet
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	20p per sheet
<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 	(hard copy or website)	20p per sheet

<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) 	(hard copy or website)	20p per sheet
<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) policies</p>	(hard copy or website)	20p per sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	(hard copy or website)	20p per sheet
<p>Assets register, including details of public land and building assets</p>	(hard copy or website)	20p per sheet
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	(hard copy or website)	20p per sheet
<p>Register of members' interests</p>	(hard copy or website)	20p per sheet
<p>Register of gifts and hospitality</p>	(hard copy or website)	20p per sheet
<p>Class 7 – The services we offer</p>	(hard copy or website; some information may only be available by inspection)	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	(hard copy or website)	20p per sheet
Burial grounds and closed churchyards	(hard copy or website)	20p per sheet
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	(hard copy or website)	20p per sheet
Seating, litter bins, clocks, memorials and lighting	(hard copy or website)	20p per sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	(hard copy or website)	20p per sheet
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	(hard copy or website)	20p per sheet
Additional Information Information not itemised in the lists above		

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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred.