

## Information available from Everdon Parish Council under the Freedom of Information (FOI) Publication Scheme

The following information is available free of charge by email and it is also on the council's website <https://everdonpc.co.uk/>. Hard copies are available from the clerk, as outlined in the Schedule of Charges on page 3.

### Class 1 - Who we are and what we do

- Councillors, their roles and contact details.
- The parish clerk's contact details, including business address.

### Class 2 – What we spend and how we spend it

- (Financial information relating to projected and actual income and expenditure and financial audit)
- Current and previous financial year as a minimum
- Annual return form and report by auditor
- Finalised budget
- Precept
- Borrowing Approval letter (if relevant)
- Standing Orders and Financial Regulations
- Grants given and received
- List of current contracts awarded and value of contract
- Members' allowances and expenses – not applicable

### Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)

- Village Design Statement (VDS) – in progress.
- Annual Reports to Parish Meeting (current and previous year as a minimum).
- Quality status – not applicable.
- Local charters drawn up in accordance with DCLG guidelines – not applicable.

### Class 4 – How we make decisions (Decision making processes and records of decisions) - Current and previous council year as a minimum.

- Timetable of meetings (Council and committee meetings).
- Agendas of meetings
- Minutes of meetings 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, if applicable
- Responses to planning applications current year only. Also available on WNC's Planning website.
- By-laws – not applicable.

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

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 (contained in Standing Orders).
- Code of Conduct – (Declarations of Interest).
- Policy statements, if applicable.
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Policies and procedures for the provision of services and about the employment of staff:

- Equality and diversity policy.
- Health and safety policy – not applicable. Mowing contractor has his own policy.
- Policies and procedures for handling requests for information.
- Complaints procedures (including those covering requests for information and operating the publication scheme).
- Information security policy – Documents are saved to One Drive and remote storage device and/or stored at Records Office.
- 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)

- Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice).
- Asset 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 – gifts above £25 are not accepted.

Class 7 – The services we offer (current Information about the services we offer, including newsletters) -

- Allotments - (Not administered by EPC)
- Burial grounds and closed churchyards – churchyard is open – Contact St Mary's Church
- Village Hall - run by the Village Hall Committee
- Parks, playing fields and recreational facilities – not applicable.
- Seating, litter bins, clocks, memorials and lighting – refer to the Asset Register on website.
- Village Newsletter delivered to all residents of the village twice yearly
- Bus shelters – one, top end of Stubbs Road
- Markets – not applicable
- Annual fete held on bank holiday Monday in August
- Public conveniences
- There are no services for which the council is entitled to recover a fee, e.g. burial fees.
- Village information – a Welcome Pack is given to all new residents and includes information and contact details for services and village groups.

Schedule of charges: This describes how the charges have been arrived at and is being published as part of the guide.

It should also be noted that the Council has limited staffing resources and will charge disbursement costs in accordance with relevant legislation at the time.

No information will be forwarded until the disbursement fees have been received following presentation of an invoice.

- i. One copy of any available document will be supplied free of charge to any resident with the Parish of Everdon.
- ii. Multiple copies of any available document will be supplied to any resident within the Parish of Everdon on payment of actual cost of copying and postage; (May 2022 cost is 20p per double sided mono sheet. 25p per double sided colour sheet; postage charged at Post office rate). If staffing time exceeds two hours a charge will be made based on an hourly rate of £15.00 and pro rata'd for every 15 mins.
- iii. Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Everdon, or any company or corporate body, on payment of a fee for finding/administration expenses, plus actual photocopy charges and postage.
- iv. The administrative costs outlined in (iii) above, will be capped at £450 per enquiry.

Contact the Council:

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Date of next review	May 2025