

## Hoton Parish Council

### Information Available from Hoton Parish Council under the Freedom of Information Act

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Clerk	Victoria Webster	clerk@hotonparishcouncil.gov.uk

Information Type	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Please see either the village notice board, the Parish Council website or contact the Clerk.	Free
Location of main Council office and accessibility details	N/A	
Staffing Structure	N/A	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit). Current and previous financial year as a minimum.		
Annual return form and report from auditor	Parish Council website	Free
Finalised Budget	Parish Council website	Free
Precept	Parish Council website	Free
Borrowing Approval Letter	N/A	
Standing Orders and Financial Regulations	Parish Council website	Free
Grants given and received	Please contact the Clerk	Free
List of current contracts awarded and value of contract	Please contact the Clerk	Free
Members allowances and expenses	Please contact the Clerk	Free

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Please contact the Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Please see the Parish Council website or contact the Clerk	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions). Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings, and parish meetings)	Please see the Parish Council website or contact the Clerk	Free
Agendas of meetings (as above)	Please see the Parish Council website or contact the Clerk	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Please see the Parish Council website or contact the Clerk	Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Please see the Parish Council website or contact the Clerk	Free
Responses to consultation papers	Please contact the Clerk	Free
Responses to planning applications	Please contact the Clerk	Free
Bye-Laws	N/A	
<b>Class 5 – Our policies and procedures</b> (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	Please see the Parish Council website or contact the Clerk	Free
Policies and procedures for the provision of services and about the employment of staff:	Please see the Parish Council website or contact the Clerk	Free

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	N/A	
Records management policies (records retention, destruction, and archive)	Please see the Parish Council website or contact the Clerk	Free
Data Protection policies	Please see the Parish Council website or contact the Clerk	Free
Schedule of charges (for the publication of information)	Please see below	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (some information may only be available by inspection)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Asset Register	Please see the Parish Council website or contact the Clerk	Free
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)	N/A	
Register of members interests	Please contact the Clerk	At cost
Register of Gifts and Hospitality	Please contact the Clerk	Free
<b>Class 7 – The services we offer</b>		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only. (some information may only be available by inspection)		
Allotments (community gardens)	N/A	Free
Burial grounds and closed church yards	Please contact the Clerk	Free
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Please contact the Clerk	Free

Seating, litter bins, clocks, memorials, and lighting	Please contact the Clerk	Free
Bus shelters	Please contact the Clerk	Free
Markets	N/A	
Public Conveniences	N/A	
Agency Agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

### 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 at 5p per sheet (black and white)	Actual cost incurred by public authority
	Postage	Actual cost of Royal Main second class post
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)