

Freedom of Information Act 2000

Information available from Speen *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
Class 1 - Who we are and what we do. (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	SPC Website/Email Hard Copy	Free of Charge 10p per sheet
Details of any representation on local public bodies	SPC Website/Email Hard Copy	Free of Charge 10p per sheet
Postal address	SPC Website/Email	Free of Charge
Contact details for Parish Clerk and Council members.	SPC Website/Email Hard Copy	Free of Charge 10p per sheet
Where possible, provide named contacts including contact phone numbers and email addresses	SPC Website/Email Hard Copy	Free of Charge 10p per sheet
Location of main Council office and accessibility details	Not Held - The Council does not have an office.	N/A
Staffing structure	Not Held – The Clerk is the only employee of the Council.	N/A

<p>Class 2 – What we spend and how we spend it. (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form.	SPC Website Hard Copy	Free of Charge 10p per sheet
Finalised budget	SPC Website Hard Copy	Free of Charge 10p per sheet
Precept	SPC Website Hard Copy	Free of Charge 10p per sheet
Borrowing Approval letter	Not Held – The Council has no borrowings.	N/A
All items of expenditure above £100	Hard Copy	10p per sheet
Financial Regulations	SPC Website Hard Copy	Free of Charge 10p per sheet
Grants given and received	Hard Copy	10p per sheet
List of current contracts awarded and value of contract	Hard Copy	10p per sheet
Members' allowances and expenses	Not Held – The Council does not pay Members allowances or expenses.	N/A
<p>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</p>		
Annual governance statement in format included in the Annual Return form	SPC Website Hard Copy	Free of Charge 10p per sheet
Parish Plan	Not Held – The Council does not have a Parish Plan in place.	N/A.
Annual Report to Parish or Community Meeting	Email Hard Copy	Free of Charge 10p per sheet
Quality status	Not Held – The Council has not applied for quality status.	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Not Held – The Council does not have Local Charters.	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	Health & Safety Assessments: Email Hard Copy	Free of Charge 10p per sheet
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 any committee/sub-committee meetings and parish meetings)	SPC Website/Email Hard Copy	Free of charge 10p per sheet
Agendas of meetings (as above)	SPC Website/Email/ Noticeboards Hard Copy	Free of charge 10p per sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	SPC Website/Email Hard Copy	Free of charge 10p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Email Hard Copy	Free of charge 10p per sheet
Responses to consultation papers	Email Hard Copy	Free of charge 10p per sheet
Responses to planning applications	WBC Website/Email Hard Copy	Free of charge 10p per sheet
Byelaws	Email Hard Copy	Free of charge 10p per sheet
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:		
<ul style="list-style-type: none"> • Procedural standing orders 	SPC website/Email Hard Copy	Free of charge 10p per sheet
<ul style="list-style-type: none"> • Committee and sub-committee terms of reference 	Email Hard Copy	Free of charge 10p per sheet
<ul style="list-style-type: none"> • Delegated authority in respect of officers 	Email Hard Copy	Free of charge 10p per sheet
<ul style="list-style-type: none"> • Code of Conduct 	SPC Website/Email Hard Copy	Free of charge 10p per sheet
<ul style="list-style-type: none"> • Policy statements 	Email	Free of charge

	Hard Copy	10p 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) 	<p>Email Hard Copy</p> <p>Email Hard Copy</p> <p>Email Hard Copy</p> <p>Not Held – SPC does not hold a recruitment policy.</p> <p>SPC Website/Email Hard Copy</p> <p>SPC Website/Email Hard Copy</p>	<p>Free of charge 10p per sheet</p> <p>Free of charge 10p per sheet</p> <p>Free of charge 10p per sheet</p> <p>N/A</p> <p>Free of charge 10p per sheet</p> <p>Free of charge 10p per sheet</p>
<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>	<p>Email Hard Copy</p>	<p>Free of charge 10p per sheet</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Inspection by appointment only.</p>	<p>N/A</p>
<p>Assets register, including details of public land and building assets</p>	<p>Email Hard Copy</p>	<p>Free of charge 10p per sheet</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as</p>	<p>Not Held – The Council does not hold disclosure logs.</p>	<p>N/A.</p>

good practice		
Register of members' interests	SPC Website/WBC Website/Email Hard Copy	Free 10p per sheet
Register of gifts and hospitality	Hard Copy	10p per sheet
<p>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</p>		
Allotments	Not Held – The Council does not own or manage any allotments.	N/A
Burial grounds and closed churchyards	Not Held - The Council does not own or manage any burial grounds or closed churchyards.	N/A
Community centres and village halls	SPC Website/Email Hard Copy	Free of charge 10p per sheet
Parks, playing fields and recreational facilities	SPC Website/Email Hard Copy	Free of charge 10p per sheet
Seating, litter bins, memorials and lighting	Email Hard Copy	Free of charge 10p per sheet
Bus shelters	Email Hard Copy	Free of charge 10p per sheet
Markets	Not Held – The Council does not own or manage any markets.	N/A
Public conveniences	Not Held – The Council does not own or run any public conveniences.	N/A
Agency agreements	Not Held – The Council does not have any agency agreements in place.	N/A
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Not Held – The Council does not provide any services for which it is entitled to recover a fee.	N/A

Additional Information

Information not itemised in the lists above

N/A	N/A	N/A
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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 @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the Statutory Instrument 2004 No. 3244; The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.
Other	N/A	N/A

* The actual cost incurred

Approval

This document has been authorised by Speen Parish Council as follows:

ADOPTED BY THE COUNCIL:	11 th February 2026
LAST REVIEW:	N/A
NEXT REVIEW:	11 th February 2029