



ACKWORTH PARISH COUNCIL

Information available from Ackworth Parish Council under the Model Publication Scheme

This guidance gives examples of the kinds of information the Information Commissioner's Office (ICO) would expect Ackworth Parish Council to provide to meet its commitments under the model publication scheme.

The ICO would expect Ackworth Parish Council to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Information available on the council's website: www.ackworthparishcouncil.gov.uk Information also available from the Parish Clerk at Ackworth Parish Council, Ackworth Parish Council Community Centre, Bell Lane, Ackworth, WF7 7JH Or via email clerk@ackworthparishcouncil.gov.uk or 01977 611583	Free – electronic copies 10p per sheet for hard/paper copies.
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		



<p>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)</p> <p>Current and previous financial year as a minimum</p> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Borrowing Approval letter</p> <p>Financial Standing Orders and Regulations</p> <p>Grants given and received</p> <p>List of current contracts awarded and value of contract</p> <p>Members’ allowances and expenses</p>	<p>Information available on the council’s website: www.ackworthparishcouncil.gov.uk</p> <p>Information also available from the Parish Clerk at Ackworth Parish Council, Ackworth Parish Council Community Centre, Bell Lane, Ackworth, WF7 7JH Or via email clerk@ackworthparishcouncil.gov.uk or 01977 611583</p>	<p>Free – electronic copies 10p per sheet for hard/paper copies</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> <p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>Information available on the council’s website: www.ackworthparishcouncil.gov.uk</p> <p>Information also available from the Parish Clerk at Ackworth Parish Council, Ackworth Parish Council Community Centre, Bell Lane, Ackworth, WF7 7JH Or via email clerk@ackworthparishcouncil.gov.uk or 01977 611583</p>	<p>Free – electronic copies 10p per sheet for hard/paper copies.</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Information available on the council’s website: www.ackworthparishcouncil.gov.uk</p>	<p>Free – electronic copies 10p per sheet for hard/paper copies.</p>



Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Information also available from the Parish Clerk at Ackworth Parish Council, Ackworth Parish Council Community Centre, Bell Lane, Ackworth, WF7 7JH Or via email clerk@ackworthparishcouncil.gov.uk or 01977 611583	
Agendas of meetings (as above)		
Minutes of meetings (as above)		
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		
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Information available on the council's website: www.ackworthparishcouncil.gov.uk Information also available from the Parish Clerk at Ackworth Parish Council, Ackworth Parish Council Community Centre, Bell Lane, Ackworth, WF7 7JH Or via email clerk@ackworthparishcouncil.gov.uk or 01977 611583	Free – electronic copies 10p per sheet for hard/paper copies.
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: 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	Information available on the council's website: www.ackworthparishcouncil.gov.uk	Free – electronic copies 10p per sheet for hard/paper copies.
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Information also available from the Parish Clerk at	
Asset register	Ackworth Parish Council, Ackworth Parish Council Community Centre, Bell Lane, Ackworth, WF7 7JH	
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)	Or via email	
Register of members' interests	clerk@ackworthparishcouncil.gov.uk	
Register of gifts and hospitality	or 01977 611583	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Information available on the council's website: www.ackworthparishcouncil.gov.uk	Free – electronic copies 10p per sheet for hard/paper copies.
Current information only	Information also available from the Parish Clerk at	
Allotments	Ackworth Parish Council, Ackworth Parish Council Community Centre, Bell Lane, Ackworth, WF7 7JH	
Burial grounds and closed churchyards	Or via email	
Community centres and village halls	clerk@ackworthparishcouncil.gov.uk	
Parks, playing fields and recreational facilities	or 01977 611583	
Seating, litter bins, clocks, memorials and lighting		
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

**Contact details:**

Parish Clerk

The Parish Council Community Centre, Bell Lane, Ackworth,

Tel: (01977) 611583

Email: clerk@ackworthparishcouncil.gov.uk

SCHEDULE OF CHARGES

All information is provided free of charge to the residents of the Parish of Ackworth. Reasonable costs can be charged to non-residents – 10p per A4 sheet for hard copies plus postage.

Freedom of Information Charges where the request is refused under the exemption 'it would cost too much or take too much staff time to deal with the request.' Staff time will be calculated at £25.00 per hour and costs may be aggregated for related requests within 60 days from the same person or from people who seem to be working together.