

Freedom of Information Act 2000.

Information available from Duns Tew 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.	Website	N/A
List of Council members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies	Website	N/A
Postal and email address Contact details for Parish Clerk and Council members	Parish Council postal address. Contact email addresses for the clerk and all Concillors are available on the website.	N/A
Location of main Council office and accessibility details	No Council office. Clerk works from home and the Council meets in the village Hall. Dates of meetings are published on the website.	N/A
Staffing structure	Roles and responsibilities are published on the website.	N/A
Class 2 – What we spend & 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.	All financial information including budgets, procurement, receipts and payments are included in minutes, published on the website.	N/A
Statement of accounts and internal audit report in the format included in the Annual Return form	Published on the website each financial year.	N/A
Finalised budget	Published on the website each year.	N/A
Precept	Included in the minutes of the relevant meeting (usually in January) and published on the website.	N/A

Borrowing Approval letter	N/A	N/A
All items of expenditure above £100	All expenditure no matter what amount is included in the minutes of each meeting.	N/A
Financial Standing Orders and Regulations	The Standing Orders and Financial Regulations are published on the website.	N/A
Grants given and received	Included in the relevant the minutes and in each meeting (financial review).	N/A
List of current contracts awarded and value of contract	These are included in the minutes of the relevant meeting when a contract is awarded.	N/A
Members' allowances and expenses	N/A	N/A
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	These are included in the minutes of the relevant meeting and are published on the website.	N/A
Annual governance statement in format included in the Annual Return form	These are published on the website for each year.	N/A
Parish Plan	Included in the minutes of the relevant meeting and are published on the website.	N/A
Annual Report to Parish or Community Meeting	In the minutes of the Parish Meeting and published on the website.	N/A
Quality status	We do not have this information.	N/A
Local charters drawn up in accordance with DLUHC's guidelines	We do not have this information.	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant.	We do not have this information.	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Included in the minutes of the relevant meeting and are published on the website.	N/A
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Dates for the meetings are published on the website, in the minutes and on the noticeboard.	N/A
Agendas of meetings (as above)		

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Agendas for all meetings are published on the website, and on the noticeboard.	N/A
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	If not on the website then provided on request usually via email.	Copying costs may apply.
Responses to consultation papers	These are available on the relevant website or can be provided on request.	N/A
Responses to planning applications	These are available on the Cherwell Planning portal.	N/A
Bye-laws.	Not made by the Parish Council.	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Current policies and procedures are published on the website.	N/A
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee & sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Current policies and procedures are published on the website.	N/A
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff & 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) 	Current policies and procedures are published on the website.	N/A
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Current policies and procedures are published on the website.	N/A
Class 6 – Lists and Registers Currently maintained lists and registers only.	Information not held.	N/A

Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Information not held. District/County Council hold this information.	N/A
Assets register, including details of public land and building assets	Information not held. District/County Council hold this information.	N/A
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Information only held if required.	N/A
Register of members' interests	Held at District Council.	N/A
Register of gifts and hospitality	Held at District Council.	N/A
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	Information is published on the website as required. (hard copy or website; some information may only be available by inspection)	N/A
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	N/A	N/A
Parks, playing fields and recreational facilities	Information/updates are published on the website as required.	N/A
Seating, litter bins, clocks, memorials and lighting	N/A	N/A
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	N/A
Additional Information Information not itemised in the lists above.	N/A	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 per sheet (black & white)	Actual cost calculated at time of request dependent on quantity/ quality required.
	Photocopying per sheet (colour)	Actual cost calculated at time of request dependent on quantity/ quality required.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation dependent on the relevant statute.

Signed..... Date.....