

Freedom of Information Act Compliance – Longdon Parish Council Adopted on 8 February 2011

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council	Newsletter/website/annual report/Notice boards	
Contact details for Parish Clerk	Newsletter/Website/annual report/Notice boards	
Contact details for Council members	Newsletter/Website/annual report/Notice boards	
Location of main Council premises	Newsletter/Website/Notice boards	
Accessibility details for Council premises	Newsletter/Website/Notice boards	
Class 2 - What we spend and how we spend it		
Audit Commission Annual return form	Website/annual report/notice boards/Clerk	
Precept (and supporting budget)	Website/annual report/Clerk	
Borrowing Approval (if applicable)	N/A	
Financial Regulations	Clerk	
Grants given and received	Website/annual report/Clerk	
Contracts awarded (current and recent)	Clerk	
Class 3 - What are our priorities		
Annual Report	Clerk/Website	
Quality status	Clerk	
Class 4 – How we make decisions		
Timetable of Council meetings	Clerk/ Notice Boards/ Website	
Agendas of Council meetings	Clerk/	
Minutes of meetings	Clerk/Website/ Village halls/Post Office	
Responses to planning applications	Clerk	
Responses to consultation papers	Clerk	
Bye-laws	Clerk	
Class 5 – Our policies and procedures		
Standing Orders	Clerk/Website	
Delegated authority	Clerk	
Code of Conduct	Clerk/Website	
Health and safety policy / Risk assessment	Clerk	
Class 6 – Lists and Registers		
Any publicly available register or list	Clerk/Website	
Assets Register	Clerk	
Register of members' interests	Clerk	
Register of gifts and hospitality	Clerk	
Press Cuttings	Clerk	
Class 7 – The services we offer		
Village hall	Clerk/Website/Notice Boards	
Seating, litter bins, grit bins, shelters and lighting	Clerk	
Agency agreements	Clerk	

Schedule of Charges

Description	Basis of charge	Cost
Photocopying		*1
Postage		*1

1 One copy of any document will be supplied free of charge to any Longdon or Gentleshaw resident, for collection from the Clerk.

For multiple copies, and/or for documents, which are requested to be posted, the charge will be the copying cost at 10p per sheet black and white, and 30p per sheet colour, (based on actual cost) and the actual cost of Royal Mail 2nd class postage if applicable.