Information available from RYHALL PARISH COUNCIL under the Freedom of Information Act 2000

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) This will be current information only	Hard copy on Notice board and on Ryhall PC website	10p A4 B/W sheet Free
Who's who on the Council and its Committees	Hard copy and on Ryhall Website	10p A4 B/W Free
Contact details for Parish Clerk and Council members (named contacts where possible and email addresses	Village Noticeboards and Website	Free
Location of main Council office and accessibility details	Noticeboards and Website	Free
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, contracts and financial audit) Current and previous financial year as a minimum	On Notice boards and Website	Free
Annual Return form and Report by Auditor	Hard Copy Website	10p A4 B/w Free
Finalised budget	Hard copy Website	10p A4 B/W Free
Precept	Hard copy Website	10p A4 B/W Free
Financial Standing Orders and Regulations	Hard copy Website	10p A4 B/W Free
Grants given and received	Hard copy	10p A4 B/W
List of current contracts awarded and value of contract	Hard copy	10p A4 B/W
Members' allowances and expenses	Hard Copy	10p A4 B/W
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews)	Hard Copy	10p A4 B/W
Parish Plan (current and previous year as a minimum)	Hard Copy Website	10p A4 B/W Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy Website	10p A4 B/W Free
Quality status	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard Copy	10p A4 B/W
Timetable of meetings	In advance of each meeting on website and noticeboard	Free
Agendas of meetings (as above)	Hard copy Website	10p A4 B/W Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10p A4 B/W Free

Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hardcopy	10p A4 B/W
Responses to consultation papers	Hardcopy	10p A4 B/W
Responses to planning applications	Hardcopy	10p A4 B/W
Bye-laws	N/A	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy	10p A4 B/W
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	Hardcopy	10p A4 B/W
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)	Hardcopy	10p A4 B/W
Records management policies (records retention, destruction and archive)	Hardcopy	10p A4 B/W
Data Protection policies	Hardcopy	10p A4 B/W
Schedule of charges for the publication of information	Hardcopy	10p A4 B/W
Class 6 – Lists and Registers Currently maintained lists and registers only	(Hard copy - some information may only be available by inspection)	10p A4 B/W
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hardcopy	10p A4 B/W
Assets Register	Hardcopy Website	10p A4 B/W 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)	Hardcopy	10p A4 b/W
Register of members' interests	Hardcopy	10p A4 B/W
Register of gifts and hospitality	Hardcopy	10p A4 B/W
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	(Hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	10p A4 B/W

Burial Grounds and Closed churchyards	Hard copy	10p A4 B/W
Community centres and village halls	Hard copy	10p A4 B/W
Parks, playing fields and recreational facilities	Hard copy	10p A4 B/W
Seating, litter bins, clock, flagpole	Hard copy	10p A4 B/W
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Members Declaration of Office		10 per A4 B/W

Contact details:
Parish Clerk
c/o Village Hall, Church Street, Ryhall, PE9 4HR
E: clerk@ryhallparishcouncil.gov.uk

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 including paper and electricity
	Postage	Actual cost of Royal Mail standard 2nd class

* the actual cost incurred by the public authority