

Information available from Finstall 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 put a line through it and the comment 'no responsibilities'. Unless otherwise indicated, all the information referred to here is published on our website: [Finstall Parish Council – Serving the people of Finstall: https://finstallparishcouncil.gov.uk](https://finstallparishcouncil.gov.uk) If it is not freely available on the website, or if you would like it as a paper copy, the cost of providing the information is shown in the schedule of charges on page 4.

Information to be published
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only</p>
<p>Councillors</p> <ul style="list-style-type: none"> + List of Council members and their responsibilities: link here. - <i>NB. Finstall Parish Council has no committee structure.</i> + Includes details of any representation on local public bodies.
<p>Contact information:</p> <ul style="list-style-type: none"> + To contact the clerk link here (The postal address is available upon request) + Email address: clerk@finstallparishcouncil.gov.uk. + Contact details for Council members, link here. + Where possible we will provide named contacts including contact phone numbers and email addresses.
<p>Location of main council office and accessibility details.</p> <ul style="list-style-type: none"> + Finstall Parish Council does not have an office open to the public; the Clerk works from home. All council meetings are held in public mostly at Finstall Village Hall, Alcester Road, Finstall B60 1EL.
<p>Staffing structure</p> <ul style="list-style-type: none"> + The council employs one member of staff, known as the Clerk and Responsible Financial Officer.
<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>
<ul style="list-style-type: none"> + Statement of accounts and internal audit report in the format included in the Annual Return form. Available under the Finance tab on the website.
<ul style="list-style-type: none"> + Finalised budget: see under the Finance tab
<ul style="list-style-type: none"> + Precept: see under the Finance tab
<ul style="list-style-type: none"> + Borrowing Approval letter: Not applicable.

✚ All items of expenditure above £100: under the Finance tab
✚ Financial Standing Orders and Regulations: via Documents / Policies tab
✚ Grants given and received: when relevant will be found under the Finance tab
✚ List of current contracts awarded and value of contract: Finance tab
✚ Members' allowances and expenses: Finance tab
<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. This is found under the Finance tab .
✚ Parish Plan : Finstall Parish Council does not currently have a Parish Plan.
✚ Annual Report to Parish Meeting: Meetings – Finstall Parish Council
✚ Quality status : Finstall Parish Council does not yet have Quality Status.
✚ Local charters drawn up in accordance with DLUHC's guidelines . No such charters currently exist.
✚ 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.
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>
✚ Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings). View the online calendar .
✚ Agendas of meetings: available on the meetings page .
✚ Minutes of meetings – exclude material that is properly considered to be exempt from disclosure: available on the meetings page .
✚ Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure: available on the meetings page
✚ Responses to consultation papers. Responses will be reported in the minutes of council meetings. Current consultations are listed under the Documents/ consultations tab .
✚ Responses to planning applications. Responses will be reported in the minutes of council meetings. Current planning applications are available to view under the Planning tab .
✚ Bye-laws : currently no bye-laws in place.
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>

<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference (council has none). • Delegated authority in respect of officers • Code of Conduct • Policy statements <p>All available under the Documents / Policies tab.</p>
<p>Policies and procedures for the provision of services and 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>Contact the Clerk if these are not available under the Documents / Policies tab</p>
<p>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. Contact the Clerk if these are not available under the Documents / Policies tab</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only.</p>
<ul style="list-style-type: none"> ✚ Information legally required to be held in publicly available registers (in most circumstances existing access provisions will suffice). Available if held.
<ul style="list-style-type: none"> ✚ Assets register, including details of public land and building assets. See under the Finance tab
<ul style="list-style-type: none"> ✚ Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice and will be provided upon request if held.
<ul style="list-style-type: none"> ✚ Register of members’ interests: online under each member’s details.
<ul style="list-style-type: none"> ✚ Register of gifts and hospitality: will be made available as and when needed.
<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>
<ul style="list-style-type: none"> ✚ Allotments Three allotments to rear of garages, Penmanor (leased from Bromsgrove DC)
<ul style="list-style-type: none"> ✚ Burial grounds and closed churchyards. No responsibilities.
<ul style="list-style-type: none"> ✚ Community centres and village halls. No responsibilities.

<ul style="list-style-type: none"> ✚ Parks, playing fields and recreational facilities. Lease of Penmanor playing field from Bromsgrove District Council; includes play equipment, park benches and litter bins.
<ul style="list-style-type: none"> ✚ Seating, litter bins, clocks, memorials and lighting. <ul style="list-style-type: none"> - Seating at junction of Penmanor with Finstall Road. - Two roadside grit and litter bins. - No clocks or memorials. - No lighting provision.
<ul style="list-style-type: none"> ✚ Bus shelters. <ul style="list-style-type: none"> - on Finstall Road adjacent to junction with Penmanor. - on Alcester Road opposite junction with Finstall Road.
Markets. No responsibilities.
Public conveniences. No responsibilities.
<ul style="list-style-type: none"> ✚ Agency agreements. The Lengthsman scheme in partnership with Worcestershire County Council.
<ul style="list-style-type: none"> ✚ Services for which we are entitled to recover a fee and details of those fees (eg burial fees). None
<p>Additional Information Information not itemised in the lists above</p>

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (mono)	Actual cost
	Photocopying @ 35p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	<p>A reasonable fee may include the costs of:</p> <ul style="list-style-type: none"> • photocopying, printing, postage and any other costs involved in transferring the information to the individual (eg the costs of providing the information remotely on an online platform); • equipment and supplies (eg memory sticks, envelopes or USB devices); and • staff time. <p>We may also charge a 'reasonable fee' for the administrative costs of complying with a request if it is manifestly unfounded or excessive.</p>	

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