

Information available from Combs 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
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>All information is available on our website www.combsvillage.org/parishcouncil</p> <p>Hard copies can be requested from the Parish Clerk</p>	<p>FOC</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>All information is available on our website www.combsvillage.org/parishcouncil</p> <p>Hard copies can be requested from the Parish Clerk</p>	<p>FOC</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>The Parish Clerk and Council members' email addresses can be found on the website.</p> <p>The Parish Clerk can be contacted either by email clerk@combsparishcouncil.com or phone 01449 678005</p>	
<p>Location of main Council office and accessibility details</p>	<p>The official address for the Parish Council is 14 Model Farm, Combs, IP14 2JG</p> <p>Tel: 01449 678005 (office hours 9am – 5pm). Visitors by appointment only.</p>	

Staffing structure	The Parish Clerk also holds the role of Responsible Financial Officer. There is a maximum of 7 councillors, inc the Chair and Vice-chair	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy or website)</p> <p>All held documents are available on the website or as hardcopies from the Clerk.</p>	FOC
Statement of accounts and internal audit report in the format included in the Annual Return form	On website	
Finalised budget	On website	
Precept	On website	
Borrowing Approval letter	N/A	
All items of expenditure above £100	On website in minutes	
Financial Standing Orders and Regulations	On website	
Grants given and received	On website in minutes	
List of current contracts awarded and value of contract	On website in minutes	
Members' allowances and expenses	On website in minutes	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>(hard copy or website)</p> <p>All held documents are available on the website or as hardcopies from the Clerk.</p>	FOC

Annual governance statement in format included in the Annual Return form	On website	
Parish Plan	Not Held	
Annual Report to Parish or Community Meeting	On Website	
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	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	The Data Protection impact assessment forms part of the Data Protection Policy, which can be found on the website.	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>(hard copy or website)</p> <p>All held documents are available on the website or as hardcopies from the Clerk.</p>	FOC
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	On website	
Agendas of meetings (as above)	On website, current agenda also on parish noticeboards	
Minutes of meetings (as above) –	On website	

exclude material that is properly considered to be exempt from disclosure		
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	On website in minutes	
Responses to consultation papers	N/A	
Responses to planning applications	On website in minutes	
Bye-laws	None held	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p> <p>All held documents are available on the website or as hardcopies from the Clerk.</p>	FOC
<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 • Delegated authority in respect of officers • Code of Conduct • Policy statements 	All on Website	
<p>Policies and procedures for the provision of services and about 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 	<p>On website</p> <p>NOT HELD - Staff employment policies are not currently available; they are under review and will be published on the website soon</p> <p>On website</p>	

<p>information</p> <ul style="list-style-type: none"> • Complaints procedures (including those covering requests for information and operating the publication scheme) 	On website	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	All on website (currently no CCTV in the Parish)	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>All held documents are available on the website or as hardcopies from the Clerk.</p>	FOC
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	N/A	
<p>Assets register, including details of public land and building assets</p>	On Website	
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	N/A as no requests received	
<p>Register of members' interests</p>	On website in minutes	
<p>Register of gifts and hospitality</p>	On website in minutes	
<p>Class 7 – The services we</p>	(hard copy or website; some information may only be available	

offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	by inspection) All held documents are available on the website or as hardcopies from the Clerk.	FOC
Allotments	N/A	
Burial grounds and closed churchyards	On website	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	Seating, litter bins, dog waste bins and lighting- all on website	
Bus shelters	On website	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	On website	
Additional Information Information not itemised in the lists above	Newsletter is published three times a year. It is distributed to all households in Combs Village and Battsford, and is available on the website Defibulator locations on our website.	

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 @ ..p per sheet (black & white)	Actual cost *

	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred