

How the information can be obtained

Cost

Class 1 - Who we are and what we do:

Nash Mills Parish Council Parish Council.

The first tier of local government.

Hard copy.

Website

10p per sheet.

Who's who on the Council and its Committees.

Please see list of Groups and Members.

Hard Copy

Website

10p per sheet.

Contact details for Parish Clerk and Council members.

Please see Communications List

Hard Copy

Website

10p per sheet.

Staffing structure

The Clerk and Responsible Financial Officer

Parish Warden.

Hard Copy

Website

10p per sheet.

Class 2 - What we spend and how we spend it

NASH MILLS PARISH COUNCIL FREEDOM OF INFORMATION (FOI)

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit).

The budget is set in November for the coming year; The Precept for the coming year is set during the January meeting.

A copy of the annual budget and monthly expenditure is provided.

The previous financial year budget and expenditure is provided.

Hard copy

Website

10p per sheet.

Annual return form and report by auditor.

Report to be available following external audit

Hard Copy

Website

10p per sheet

Finalised budget. To be published following budgeting meeting in November and following approval of full council in January contact Clerk who will send out copies.

Hard Copy

Website

10p per sheet

Precept.

Hard Copy

10p per sheet

Borrowing Approval letter Not applicable

Not applicable

Financial Standing Orders and Regulations

Hard Copy

Can be emailed

10p per sheet

Grants given and received - Part of financial minutes

Hard Copy

Website

10p per sheet

List of current contracts awarded and value of contract

Hard Copy

Website

10p per sheet

Members' allowances and .

Part of budget and monthly update.

NOTE Budget is a total for all councillor expenses not individual councillors

Hard Copy

DBC Website

10p per sheet

Class 3 - What our priorities are and how we are doing

Hardcopy/Email

Website

10p per sheet

Parish Plan:

The Parish Plan work in progress.

Hard Copy/Email

Website

TBA

Annual Report of Parish Meeting.

Minutes of meetings

Hard Copy

Website/Email

10p per sheet

Quality status N/A

N/A

Class 4 - How we make decisions

Meeting agendas are drawn up each month and the official summons is posted in the council notice boards 7 days (3 clear days) before the monthly council meeting.

The agenda itemises all the decisions required and approval for all expenditure.

Hard Copy/Email

Website

10p per sheet

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)

List of all meetings to be published at start of the financial year. (April)

Hard Copy

Web Site

10p per sheet

Agendas of meetings (as above)

Hard Copy/Email

Website

10p per sheet

Minutes of meetings (as above) - N.B this will exclude information that is regarded as private to the meeting. (Part II).

Reports presented to council meetings -

Minutes of all meeting.

Hard Copy/Email

Website

10p per sheet

Responses to consultation papers

Hard Copy

Individual priced at cost

Responses to planning applications

Planning committee meeting minutes

Hard Copy/Email

DBC website

10p per sheet

By-laws

N/A

Class 5 - Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Funding Application Process

Held by Clerk/RFO

Hard Copy

10p per sheet

Policies and procedures for the conduct of council business:

Code of Conduct

The council operates via the following controls.

Standing Orders.

Financial Regulations

Risk Assessment.

Committees.

Delegated authority in respect of officers

Policy statements

Hard Copy

Website/Email

10p each sheet

Policies and procedures for the provision of services and about the employment of staff:

Internal policies relating to the delivery of services

Equality and diversity policy

Health and safety policy

Risk Assessment Policy.

Recruitment policies (including current vacancies)

Advertise, receive applications, interview by two councillors and member of Personnel Committee

Policies and procedures for handling requests for information.

As recently undertaken.

Clerk responds and information made available via this process.

Complaints procedures (including those covering requests for information and operating the publication scheme)

Clerk responds and brings to the Chairman's notice ASAP. Put on agenda for full meeting. Action resolved.

All held by Clerk

All 10p per sheet

Information security policy

As required by statute

TBA

Records management policies (records retention, destruction and archive)

A required by statute

Held by the Clerk

Hard Copy

10p per sheet

Data protection policies (currently being reviewed)

As required by statute

Class 6 - Lists and Registers

Currently maintained lists and registers only

Hard copy

Held by the Clerk.

10p per sheet

Any publicly available register or list.

List of Interests.

Acceptance of Office.

Hard Copy

Held by Clerk

10p per sheet

Assets Register

Hard Copy/Email

Web Site

10p per sheet

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)

Register not held at present.

Register of members' interests

Held by the Clerk/DBC

10p per sheet

Register of gifts and hospitality

No gifts received.

Class 7 - The services we offer

A quarterly magazine is produced for the public and businesses. A copy of this magazine is delivered to every resident and business in the village.

Current information only

Hard copy/pdf can be emailed out for free

Allotments - N/A

Burial grounds and closed churchyards

N/A

Community centres and village halls

N/A

Parks, playing fields leased from Abbots' Hill School and recreational facilities

Bunkers Playing Fields

Seating, litter bins, clocks, memorials and lighting

Litter bin to entrance of Bunkers Park

Bench replacement Georgewood Road

Bus shelters - N/A

Markets - N/A

Public conveniences - N/A

Agency agreements - N/A

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) - N/A

Additional Information:

This will provide Councils with the opportunity to publish information that is not itemised in the lists above.

All listed information is held by The Clerk, contact details below,

The website is currently being populated with all relevant information.

Contact details: Linda Sutton, Parish Clerk, Responsible Financial Officer

Nash Mills Parish Council, 154 Hitchin Road, Stotfold, Hertfordshire, SG5 4JE

SCHEDULE OF CHARGES - This describes how the charges have been arrived at and should be published as part of the guide.



NASH MILLS PARISH COUNCIL FREEDOM OF INFORMATION (FOI)

TYPE OF CHARGE, DESCRIPTION, BASIS OF CHARGE, Disbursement cost Photocopying @ 10 p per sheet (black & white) Actual cost \* Photocopying @ 10p per sheet (colour) Actual cost  
Postage Actual cost of Royal Mail standard 2nd class

Statutory Fee other\* the actual cost incurred by the public authority

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