

Freedom of Information Act

Information available from Covenham Parish Council under the model publication scheme.

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities, the Model Scheme was adopted by Covenham Parish Council at their meeting on 23rd January 2018. Details of the Information Commissioners Office can be obtained from the website www.ico.gov.uk or telephone 08456 306060. Covenham Parish Council is happy to share information and below is a table indicating what information is available and in which format. The Clerk's details are at the bottom of the sheet should you wish to get a copy. Inspection of records is by prior arrangement.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do		
Contact details for Parish Clerk and Council members, accessibility details	Hard copy and/or website	10p per page/website free
List of Councillors and Membership of any Committees	Hard copy and/or website	10p per page/website free
Class 2 – What we spend and how we spend it		
Annual return form and report by author	Hard copy and/or website	10p per page/website free
Financial standing Orders and regulations, Precept	Hard copy and/or website	10p per page/website free
Grants given and received	Hard copy and/or website	10p per page/website free
List of current contracts awarded and value of contract	On request	10p per page/email free
Members' allowance and expenses	On request	10p per page/email free
Class 3 – What our priorities are and how we are doing		
Neighbourhood Development Plan – Under construction	Hard copy and/or website	10p per page/ website free
Community and Emergency Plan – Under construction	Hard copy and/or website	10p per page/website free
Class 4 – How we make decisions		
Timetable of meetings	Hard copy and/or website	10p per page/website free
Agendas of meeting	Hard copy and /or website	10p per page/website free
Minutes of meetings	Hard copy and/or website	10p per page/website free

Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	10p per page/website free
INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Responses to consultation papers	On request	10p per page/email free
Responses to planning applications	On ELDC website	Website free
Class 5 – Our policies and procedures – current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> ● Procedural standing orders ● Code of conduct ● Recording of meetings policy ● Environmental policy ● Records management policies (records retention, destruction and archive) ● Data protection policies ● Schedule of charges for the publication of information 	Hard copy/website	10p per page / Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> ● Health and Safety policy ● Volunteers policy ● Complaints policy and procedure ● Equal Opportunities policy ● Risk Assessment ● Recruitment policy 	Hard copy / website	10p per page / Free
Class 6 – Lists and Registers		
Assets Register	By inspection	Free
Register of Members’ interests	By inspection	Free

Contact details: Mrs Susan Booth, Parish Clerk and Responsible Financial Officer, 9 Hillstead Close, Tetney DN36 5NH

Phone: 01472 211375

Email: covenhampc@gmail.com

Website: www.parishes.lincolnshire.gov.uk/covenham

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at 10p per sheet (black and white)	Actual cost incurred by Parish Council
	Photocopying at 20p per sheet (colour)	Actual cost incurred by Parish Council
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Time spent processing and providing information for requests	In accordance with the current legislation this is calculated on the basis of £25 per hour. This will become chargeable when requests exceed £100.

Covenham Parish Council resolved to agree this Schedule of charges and the information contained therein at the meeting held on 23rd January 2018.

Signed

Date