



## Soberton parish council

### FREEDOM OF INFORMATION POLICY/PUBLICATION SCHEME - 2022

Information which is obtainable from Soberton Parish Council under the model publication scheme

**Contact Details:**

Email: [clerk@soberton.org](mailto:clerk@soberton.org)

<b>Information to be Published</b>	<b>Method of Publication</b>	<b>Cost of Hard Copy</b>
<b>1. Who we are and what we do</b>		
Who is on the Council and its Committees	Website, Hard copies	10p
Contact Details for Parish Clerk and Council Members	Website	10p
Location of Council Office and contact details	N/A	
Council Staffing Structure	N/A	

**2. What we spend and how we spend it**

(Financial Information relating to projected and actual income and expenditure)

Past two years information	Website, Hardcopy	10p per sheet
AGAR	Website, Hardcopies	10p per sheet
Internal Auditors Report	Website, Hardcopy	10p per sheet
Budget	Hard copy	
Precept	Hard copy	
Grants Awarded	Website, Hardcopy	10p per sheet
Standing Orders	Website, Hardcopy	10p per sheet
Financial Regulations	Website, Hardcopy	10p per sheet
Contracts Awarded and value	Hard copy	10p per sheet
Councillors allowance	Hard copy	10p per sheet

**3. What our priorities are and how we are doing**  
(Strategy and performance information, plans, inspections and reviews)

Chairman's Annual report	Website/hard copy	10p per sheet
Quality Parish Council's Scheme status	To date not applied for	

**4. How we make decisions**  
(Decision making process, internal criteria and procedures, records of decisions)

Two years information

Calendar of meeting dates – full council and committees – highlighting parish meeting and annual meeting	Website/Hard Copy	10p per sheet
Council and Committee Agendas	Website/Notice Boards/Hard Copy	10p per sheet
Minutes of the above Meetings	Website/Hard Copy	10p per sheet
Responses to Planning Applications	Website/Hard Copy (attached to Council/Committee minutes)	10p per sheet

**5. Our policies and procedures**  
(current written protocols for delivering our functions and responsibilities)

Standing Orders

Financial Regulations

Code of Conduct

Committee Terms of Reference

Other Policies:	Equality and Diversity	Website/Hard Copy	10p per sheet
	Health and Safety	Website/Hard Copy	10p per sheet
	Risk Management	Website/Hard Copy	10p per sheet
	Freedom of Information	Website/Hard Copy	10p per sheet
	Media	Website/Hard Copy	10p per sheet
	Complaints Procedure	Website/Hard Copy	10p per sheet
	Grants Scheme	Website/Hard Copy	10p per sheet
	Training and Development	Website/Hard Copy	10p per sheet
	Member/Officer Protocol	Website/Hard Copy	10p per sheet
	Disciplinary and Grievance	not available	
	Records Management	not available	
	Data Protection	not available	

**6. Lists and Registers**

(Information held in registers required by law and other lists and registers relating to the functions of the council)

Assets Register	Website/Hard Copy	10p per sheet
Register of Members Interests	District Council Website/Hard Copy	10p per sheet

**7. The services we offer**

(Advice and guidance, booklets and leaflets and media releases)

Recreation Ground	Website/Hard Copy	10p per sheet
Children's Play Area	Website/Hard Copy	10p per sheet
Seating		
Litter Bins		
Memorials	Website/Hard Copy	10p per sheet
Burial Grounds	Not applicable	
Community Centres	Not applicable	
Bus Shelters	Not applicable	
Public Conveniences	Not applicable	

**Printing and Postage Charges**

Cost of Printing            10p per sheet (black and white)

Postage                      Royal Mail 2<sup>nd</sup> Class

Approved April 2022