

RUNTON PARISH COUNCIL

INFORMATION AVAILABLE 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 (see page 7)
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well as a list of Council Committees Details of any representation on local public bodies	Website and notice board Hard copies on request	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website and notice board Hard copies on request	
Location of main Council office and accessibility details	Website and notice board Hard copies on request Accessibility statement on website and hard copy available on request	
Staffing structure	One part time employee	
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 year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copies available on request	
Finalised budget	Website Hard copies available on request	

Precept	Website Hard copies available on request	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website Hard copies available on request	
Financial Standing Orders and Regulations	Website Hard copies available on request	
Grants given and received	Recorded within minutes Website Hard copies available on request	
List of current contracts awarded and value of contract	Recorded within minutes Website Hard copies available on request	
Members' allowances and expenses	N/A	
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		
Annual governance statement in format included in the Annual Return form	Website Hard copies available on request	
Annual Report to Parish or Community Meeting	Within minutes of Annual Parish 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 and Safety Impact Assessment, Equality Impact Assessments etc) as appropriate and relevant	Website Hard copies available on request	
Class 4 – How we make decisions (Decision making process and records of decisions) Current and previous council year as a minimum		

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copies available on request	
Agendas of meetings (As above)	Website Hard copies available on request	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copies available on request	
Reports presented to council meetings - exclude material that is properly considered to be exempt from disclosure	Website Hard copies available on request	
Responses to consultation papers	Within minutes Website Hard copies available on request	
Bye-laws	N/A	
Class 5 – our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business • Procedural standing orders and financial regulations • Committee and sub committee terms of reference • Delegated authority in respect of officers • Code of conduct • Policy statement Policies and procedures for the provision of services and about the employment of staff • 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	Website Hard copies available on request	

• Policies and procedures for handling requests for information • Complaints policy • I.T Policy • Investment policy • Bad debt policy • Communications policy • Co-option policy • Data protection policy • Environmental policy • Flag flying policy • Asset valuation • Management of transferable data policy • Planning policy • Privacy policy • Retention and disposal policy • Risk management policy • Safeguarding policy • Scheme of delegation • Social media policy • Subject access request policy • Training policy • Vexations persons policy		
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 Also refer to those listed above.	Website Hard copies available on request	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Website Hard copies available on request	
Disclosure log indicating the information provided in response to	N/A	

FOIA and EIR requests. These are recommended as good practice		
Register of members' interests	Via Clerk	
Register of gifts and hospitality	Via Clerk	
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		
Temporary garden plots	No publication	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	No publication	
Bus shelters	No publication	
Markets	N/A	
Public conveniences	No publication	
Agency agreements	N/A	
Services for which we are entitled to recover fee and details of those fees (eg burial fees)	N/A	
Allotments	Website	
Additional Information		
Information not itemised in the lists above		

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 @10p per A4 sheet (black and white)	Actual cost
	Photocopying @ 20p per A4 sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		
		In accordance with the relevant legislation
Other		

APPROVED: Runton Parish Council February 2026

REVIEW: February 2028