

## Information available from Little Munden Parish Council under the Freedom of Information Act 2008

Information to be published	How the information can be obtained	Cost
<p><b>Who we are and what we do</b> (Organisational information, structures, location and contacts)</p> <p>This will be current information only</p>		
Who' who on the Council	Website	Free
Contact details for Parish Clerk and Council Members	Website	Free
Location of main Council office and accessibility details: not applicable		
Staffing Structure	Website	Free

<p><b>What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard Copy from Clerk	Free 10p sheet
Finalised budget	Hard Copy from Clerk Email from Clerk	10p sheet Free
Grants given and received	Hard Copy from Clerk	10p sheet
List of current contracts awarded and value of contract	Hard Copy from Clerk	10p sheet
Members' allowances and expenses	Hard Copy from Clerk	10p sheet

<b>What are priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum) (3 year plan)	Hard copy from Clerk Hard copy from Clerk Email from Clerk	10p sheet 10p sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	Free
Quality status: not applicable		
Local charters drawn up in accordance with DCLG guidelines: not applicable		

<b>How we make our decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Community meetings and Parish meetings)	Hard copy from Clerk Email from Clerk	10p sheet Free
Agendas of meetings (as above)	Hard copy from Clerk Email from Clerk	10p sheet Free
Minutes of meetings (as above)	Hard copy from Clerk Email from Clerk	10p sheet Free
Reports resented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	10p sheet
Responses to consultation papers	Hard copy from Clerk	10p sheet
Responses to planning applications	Hard copy from Clerk	10p sheet
Bye-laws	Hard copy from Clerk	10p sheet

<p><b>Our Policies and Procedures</b> (Current written protocols, policies and procedures for delivering our service and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Terms of Reference Delegated authority in respect of officers Code of Conduct Policy Statement</p>	<p>Hard copy from Clerk Website</p>	<p>10p sheet Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services: Equality and diversity policy Health and Safety policy Recruitment policy (including current vacancies if applicable) Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy from Clerk Website</p>	<p>10p sheet Free</p>
<p>Information Security Policy (Emergency Plan)</p>	<p>Hard copy from Clerk Website</p>	<p>10p sheet Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy from Clerk</p>	<p>10p sheet</p>
<p>Data protection policies</p>	<p>Hard copy from Clerk</p>	<p>10p sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy from Clerk Website</p>	<p>10p sheet Free</p>

<b>List of Registers</b> Currently maintained lists and registers only		
Any publicly available register or list	Inspection only: from Clerk	
Assets Register	Hard copy from Clerk Email from Clerk	10p sheet Free
Disclosure log: not applicable		
Register of members' interests	Inspection Only: from Clerk	
Register of gifts and hospitality	Inspection Only: from Clerk	

<b>The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and business)  Current information only		
Allotments	Hard copy from Clerk Email from Clerk	10p sheet Free
Parks, playing fields and recreational facilities	Hard copy from Clerk Email from Clerk	10p sheet Free
Seating, litter bins, memorials	Hard copy from Clerk Email from Clerk	10p sheet Free

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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**Contact details: Gerry O'Sullivan, Clerk to Little Munden Parish Council,**