



## Nettlestone and Seaview Parish Council – Freedom of Information

### Information available from the Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost Per Page
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            This will be current information only</p>	<p>All available information below is available by contacting the Parish Clerk.            The website address is: <a href="http://nettlestoneandseaview-pc.gov.uk">nettlestoneandseaview-pc.gov.uk</a></p>	10p
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy, E-Mail, Notice Boards and Website</p>	10p
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)):            Parish Clerk: Brian Jennings – Tel: 07464 894216            E-Mail: <a href="mailto:clerk@nettlestoneandseaview-pc.gov.uk">clerk@nettlestoneandseaview-pc.gov.uk</a></p>	<p>Councillors details available on all of the notice boards in the Parish and on the Website</p>	10p
<p>Location of main Council office and accessibility details:</p>	<p>Details available on all of the notice boards in the</p>	10p

2 Harrow Cottages, Nettlestone Hill, Seaview, PO34 5DU Available to contact in person, by phone, by e-mail or by post	Parish and on the Website	
Staffing structure: Full time Clerk (35 Hours a week)		
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum. Nettlestone and Seaview Parish Accounts	Hard Copy and E-mail (for electronically available documents) and website.	10p
Annual return form and report by auditor	Hard Copy, E-mail and Website	10p
Finalised budget	Hard Copy, E-mail and Website	10p
Precept	Hard Copy, E-mail and Website	10p
<del>Borrowing Approval letter</del>		10p
Financial Standing Orders and Regulations	Hard Copy, E-mail and Website	10p
Grants given and received	Hard Copy, E-mail and Website	10p
List of current contracts awarded and value of contract	Hard Copy, E-mail and Website	10p
Members' allowances and expenses	Hard Copy, E-mail and Website	10p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		10p
Councils aims and priorities	Hard Copy, E-mail and Website	
Parish Plan (current and previous year as a minimum) Current Plan adopted 2017	Hard Copy, E-mail and Website	10p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy, E-mail and Website	10p

<p><b>Class 4 – How we make decisions</b>          (Decision making processes and records of decisions) Current and previous council year as a minimum. Recorded in Minutes.</p>		
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Hard Copy, Parish Notice Boards, Email and Website</p>	<p>10p</p>
<p>Agendas of meetings (as above)</p>	<p>Hard Copy, Parish Notice Boards, Email and Website</p>	<p>10p</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy, Parish Notice Boards, Email and Website</p>	<p>10p</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy and Email</p>	<p>10p</p>
<p>Responses to consultation papers</p>	<p>Hard Copy, Parish Notice Boards, Email and Website</p>	<p>10p</p>
<p>Responses to planning applications</p>	<p>Hard Copy, Parish Notice Boards, Email and Website</p>	<p>10p</p>
<p><del>Bye-laws</del></p>		<p>10p</p>
<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only</p>		
<p>Policies and procedures for the conduct of council business:          Procedural standing orders          Committee and sub-committee terms of reference          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>	<p>Hard Copy, E-mail and Website</p>	<p>10p</p>

Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy and E-mail	10p
<del>Information security policy</del>		10p
Records management policies (records retention, destruction and archive)	Hard Copy and E-mail	10p
Data protection policies	As per National Policy	10p
Schedule of charges (for the publication of information)	As Outlined in this Document	10p
		10p
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Isle of Wight County Council	10p
Assets register	Hard Copy, E-mail and Website	10p
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)		10p
Register of members' interests	Hard Copy, E-mail and Website	10p
Register of gifts and hospitality	Hard Copy, E-mail and Website	10p
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		

Allotments	Hard Copy and E-mail	10p
<del>Burial grounds and closed churchyards</del>		
Community centres and village halls	Hard Copy and E-mail	10p
Parks, playing fields and recreational facilities	Hard Copy and E-mail	10p
Seating, litter bins, clocks, memorials and lighting	Hard Copy and E-mail	10p
<del>Bus shelters</del>		
<del>Markets</del>		
Public-conveniences	Hard Copy and E-mail	10p
Agency agreements	Hard Copy and E-mail	10p
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy and E-mail	10p
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:** Brian Jennings, 2 Harrow Cottages, Nettlestone Hill, Seaview, PO34 5DU

#### SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage @ 61p	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

\* The actual cost incurred by the public authority

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