

# Information available from Norton St Philip Parish Council under the Freedom of Information Act model publication scheme

Adopted 12 March 2025 – minute reference 9071d)

Scheduled for review March 2026.

This 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
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Website or hard copy on request</p>	<p>No charge</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website or hard copy on request</p>	<p>No charge</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	<p>Website or hard copy on request</p>	<p>No charge</p>
<p>Location of main Council office and accessibility details</p>	<p>Website</p>	<p>No charge</p>

<b>Class 2 – What we spend and how we spend it</b>		
Current and previous financial years information and accounts	Website or hard copies on request	No charge
Statement of accounts and internal audit report	Website or hard copies on request	No charge
Finalised budget	Website or hard copies on request	No charge
Precept	Website or hard copies on request	No charge
All items of expenditure above £100 – list provided on annual basis; monthly expenditure included in the published Financial Position Statements	Website or hard copies on request	No charge
Financial Standing Orders and Regulations	Website or hard copies on request	No charge
Grants given and received	Website or hard copies on request	No charge
List of current contracts awarded and value of contract	Website or hard copies on request	No charge
Members’ allowances and expenses – Allowances not paid	Members expenses detailed in monthly account information - on website and available in hard copy	No charge
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual governance statement in format included in the Annual Return form	Website or hard copies on request	No charge

Parish Plan	Not held – to be developed post elections May 2025 Cost N/A	
Annual Report to Parish or Community Meeting	Website or hard copies on request	No charge
Quality status	Not held Cost N/A	
Local charters drawn up in accordance with DLUHC’s guidelines	Not held Cost N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not currently held In development Cost N/A	
<b>Class 4 – How we make decisions</b>  Record of decisions taken - Current and previous council years	Included within minutes – published on website or available in hard copy on request	No charge
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	No charge
Agendas of meetings (as above)	Website – hard copies available on request – and posted on noticeboard	No charge
Minutes of meetings (as above) – excluding material that is properly	Website or hard copies available on	No charge

considered to be exempt from disclosure	request	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copies on request	No charge
Responses to consultation papers	Hard copies on request	No charge
Responses to planning applications	Website or included within minutes	No charge
Bye-laws	Not held. Cost N/A	
<b>Class 5 – Our policies and procedures</b>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website or hard copies available on request	No charge
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including</li> </ul>	Website or hard copies available on request	No charge

those covering requests for information and operating the publication scheme)		
Records management, personal data and access to information policies	Website or hard copies available on request	No charge
<b>Class 6 – Lists and Registers</b>		
Assets register, including details of public land and building assets	Website or hard copies available on request	No charge
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website or hard copies available on request	No charge
Register of members’ interests	Website	No charge
Register of gifts and hospitality	Website	No charge
<b>Class 7 – The services we offer</b>		
Allotments	No allotments provided – information not held. Cost N/A	
Burial grounds and closed churchyards	None provided – information not held Cost N/A	
Community centres and village halls	None within the management of the Parish Council – information not held. Cost N/A	
Parks, playing fields and recreational facilities	Website	No charge
Seating, litter bins, clocks, memorials and lighting	Website	No charge

Bus shelters	None within the ownership of the Parish Council – information not held Cost N/A
Markets	None– information not held Cost N/A
Public conveniences	None within the ownership of the Parish Council – information not held Cost N/A
Agency agreements	No agency contracts – information not held Cost N/A
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	No charged services – information not held Cost N/A
<b>Additional Information</b>	Nothing additional  Cost N/A

Where hard copies are provided the Council reserves the right to charge for reasonable printing costs, if information cannot be supplied by email.