

## ARRETON PARISH COUNCIL

Freedom of Information Act

Information Available under its Model Publication Scheme

Information to be published	Information Source	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures and locations and contacts) Current Information only -	Hard copy and/or website	
Who's who on the Council and its Committees	Website Arreton Parish Newsletter E mail from Clerk Hard copy from Clerk	Free Free Free 10p plus postage
Contact details for Parish Clerk and Council members	Website Arreton Parish Newsletter Email from Clerk Hard Copy from Clerk	Free Free Free 10p plus postage
Location of main Council Office Accessibility	No office/not available Website Arreton Parish Newsletter Parish Noticeboards	N/A Free Free Free
Staffing structure	None/not available	N/A

<b>Information to be Published</b>	<b>Information Source</b>	<b>Cost</b>
<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	Website Hard copy from Clerk	Free 10p per sheet plus postage
Annual return form and report by auditor	Website Noticeboard at audit Hard copy from Clerk	Free Free 10p per sheet plus postage
Finalised budget	Website E mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Precept (in Minutes and Accounts)	Website E mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Borrowing approval letter	No letter/not available	N/A
Standing Orders and Financial Regulations	Website E mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Grants given and received	E mail Hard copy from Clerk	Free 10p per sheet plus postage
List of current contracts awarded and value of contract	Hard copy from Clerk	10p per sheet plus postage
Members' Allowances and expenses	E mail from Clerk Hard copy from Clerk	Free 10p per sheet plus postage

<b>Information to be published</b>	<b>Information Source</b>	<b>Cost</b>
<b>Class 3 - What our priorities are and progress</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Viewing only (Clerk)	Free
Chairman's Report to Annual Parish Meeting	Website E mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Quality Status	N/A	N/A
Local Charters drawn up in accordance with DCLG guidelines	No charters/not available	N/A
<b>Class 4 - How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council and Committee Meetings and Parish Meetings)	Website Noticeboards Arreton Parish Newsletter	Free Free Free
Agendas of Meetings (as above)	Noticeboards Website E mail/mailling list on request Hard copy from Clerk	Free Free Free 10p per sheet plus postage
Minutes of Meetings	Website E mail/mailling list on request Hard copy from Clerk	Free Free 10p per sheet plus postage
Reports presented to Council Meetings (current meeting only)	Hard copy from Clerk	10p per sheet plus postage
Responses to consultation papers (current meeting only)	Hard copy from Clerk	10p per sheet plus postage
Responses to Planning Applications	IW Planning website	Free
Bye-laws	None	N/A

<b>Information to be published</b>	<b>Information Source</b>	<b>Cost</b>
<b>Class 5 - Our policies and procedures</b> (Current Information only)		
Financial Regulations and Standing Orders	Website E mail from Clerk Hard copy from Clerk	Free Free 10p per sheet plus postage
Committee Terms of Reference	None	N/A
Delegated authority in respect of Officers	Financial Regulations/Standing Orders	See above
Code of Conduct	E mail from Clerk Hard copy from Clerk	Free 10p per sheet plus postage
Other Policy Statements	Hard copy from Clerk	10p per sheet plus postage
Policies and procedures for the provision of services and staff	None/not available	N/A
Internal policies relating to the delivery of services		
Equality and Diversity	Hard copy from Clerk	10p per sheet plus postage
Health & Safety Policy and Risk Assessments	Hard copy from Clerk	10p per sheet plus postage
Recruitment Policies including current vacancies	None/Not available	N/A
Policies and procedures for handling requests for information & Complaints procedures	Website E mail from Clerk	Free Free 10p per sheet plus postage
Information Security	None/not available	N/A
Records management policies (records retention, destruction, archive)	By email Hard copy	Free 10p per sheet plus postage
Data protection policies	Hard copy from Clerk	10p per sheet plus postage

<b>Information to be published</b>	<b>Information Source</b>	<b>Cost</b>
<b>Class 6 - Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register of list	None/Not available	N/A
Assets Register	Website Viewing only (Clerk)	Free Free
Disclosure log	None/Not available	N/A
Register of Members Interest	Website Viewing only (Clerk)	Free Free
Register of gifts and hospitality	Viewing only (Clerk) or IWC	Free
<b>Class 7 - The services we offer</b> Current information only		
Allotments	None/Not available	N/A
Burial grounds and closed churchyards Fees Regulations	Website Hard copy from Clerk Hard copy from Clerk	Free 10p per sheet plus postage 10p per sheet plus postage
Village Hall	None/Not available	N/A
Parks, playing fields and recreational facilities	None/Not available	N/A
Seating, litter bins, clocks	None/Not available	N/A
Bus shelters	None/Not available	N/A
Markets	None/Not available	N/A
Public conveniences	None/Not available	N/A
Agency agreements	None/Not available	N/A
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free 10p per sheet plus postage
<b>Additional Information</b>		
All information other than that which is confidential is available for public inspection by prior arrangement with Parish Clerk		Free

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black and white)	Paper and copying facility
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> Class
Statutory fee	None	N/A

### CONTACT DETAILS

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